

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[University of Washington]
[Department/Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for admission to the [specific program or major] at the University of Washington for the [specific term/year] academic year. My academic background and extracurricular experiences have prepared me well for this opportunity, and I am eager to contribute to and grow within the esteemed campus community.

[Paragraph discussing your academic background, achievements, and relevant coursework.]

[Paragraph highlighting extracurricular activities, leadership experiences, and relevant skills that make you a strong candidate.]

[Paragraph expressing your passion for the program, why you chose the University of Washington, and your future goals.]

Thank you for considering my application. I look forward to the possibility of being part of the University of Washington and contributing to its vibrant community.

Sincerely,

[Your Name]