

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[University Name]  
[Department/Office Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific program or opportunity] at [University Name]. As a current student in [Your Major/Field of Study] at [Your Current Institution], I am eager to expand my academic and professional experiences through [briefly explain the opportunity, e.g., an internship, research position, or scholarship]. I have developed several skills that I believe make me a strong candidate, including [mention relevant skills or experiences]. My recent project on [describe a relevant project or experience] has equipped me with [explain what you learned or achieved].

I am particularly drawn to [specific aspect of the program or university], and I am excited about the possibility of contributing to [mention any relevant faculty, projects, or initiatives]. I am confident that this opportunity aligns perfectly with my academic goals and professional aspirations.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]