

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Admissions Committee]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear Members of the Admissions Committee,

I hope this letter finds you well. My name is [Your Name], and I am writing to respectfully request consideration for admission to the [specific graduate program] at [University Name] for the [term/year].

After thorough research of various programs, I am particularly drawn to [University Name] due to [mention specific reasons related to the program, faculty, research opportunities, etc.]. I believe that my background in [Your Field/Experience] aligns well with the goals of your program.

I have enclosed my application materials, including my resume, transcripts, and letters of recommendation, to provide additional context about my academic and professional journey. I am very passionate about [specific interests related to your field] and eager to contribute to the vibrant scholarly community at [University Name].

Thank you for considering my request. I am looking forward to the possibility of discussing my application further. Please feel free to contact me at your convenience.

Sincerely,

[Your Name]