

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date]

[Recipient Name]
[Title]
[School Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I am interested in applying for admission to the Ph.D. program in [Field of Study].

I have thoroughly reviewed the department brochure, program information, and the program's Web site. I would like to meet with you to discuss the departmental research focus, faculty areas of specialization, and any new areas of research being developed. I'm also interested in learning more about potential teaching and research assistantships, fellowships, scholarships, and any other funding that may be available for first-year students.

If you are available, please contact me at your convenience to schedule a meeting. You can reach me by phone at [phone number] or by e-mail at [e-mail address]. If you are unable to meet with me, I would greatly appreciate it if you would provide me with the name of a faculty member who might be available.

Thank you for your time. I look forward to hearing from you.

Sincerely,

[Your Name]