**Master’s Program – Letter of Intent**

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

**Admissions Committee**  
[Program Name]  
[University Name]  
[Department Address]  
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to express my sincere interest in the [Full Program Name, e.g., Master of Arts in Clinical Psychology] at [University Name]. With a strong academic foundation in [Your Undergraduate Major] and practical experiences that have shaped my passion for [Field], I am eager to further my knowledge and contribute to a program known for its academic excellence and impactful research.

During my undergraduate studies at [University Name], I majored in [Major] and developed a keen interest in [Specific Topic/Field]. My coursework in [list 2–3 relevant courses] provided me with the conceptual and analytical tools to explore real-world problems in [related area]. A particular highlight of my academic experience was my [capstone project / senior thesis / notable research paper], where I examined [Topic] and gained hands-on experience in [Skill or Method].

Following graduation, I worked as a [Job Title] at [Company/Institution], where I applied my academic training in [practical application or project]. This role helped me strengthen essential skills such as [list 2–3, e.g., research, data analysis, client communication], and reaffirmed my desire to pursue graduate-level education.

I am particularly drawn to [University Name] for its [name key features of the program: e.g., diverse curriculum, applied learning opportunities, or focus on community engagement]. The opportunity to learn from faculty such as [Professor Name], whose work on [Research Area] aligns with my interests, is especially appealing to me. I am also excited by [mention other aspects: labs, internships, thesis options, etc.].

My short-term goal is to gain a strong foundation in [Field or Skill], and my long-term ambition is to [career goal—e.g., become a licensed therapist, work in public policy, contribute to data-driven business strategy, etc.]. I am confident that [University Name] will provide the environment and mentorship I need to succeed.

Thank you for considering my application. I would be honored to join your academic community and look forward to the opportunity to grow both personally and professionally within your program.

Sincerely,  
[Your Full Name] zellatemplate.com

**Ph.D. Program – Letter of Intent Template**

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

**Ph.D. Admissions Committee**  
[Department or Program Name]  
[University Name]  
[Department Address]  
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to express my strong interest in pursuing a Doctor of Philosophy in [Program Name, e.g., Sociology] at [University Name]. As a researcher committed to advancing knowledge in [Research Area], I believe that your program’s academic rigor, research environment, and faculty expertise make it the ideal place to pursue my doctoral studies.

I completed my [Bachelor’s/Master’s] degree in [Field] at [Institution], where I developed a foundation in [mention relevant fields or methods]. My interest in [Research Topic] began during my [undergraduate thesis, master’s research, etc.], where I explored [Brief Description of Topic or Question]. This work culminated in a [thesis/paper/presentation] and sparked my desire to pursue further academic inquiry.

After graduating, I expanded my skills through [research assistantships, teaching roles, or professional experiences], which reinforced my interest in [Specific Area]. For example, while working as a [Job Title] at [Organization], I contributed to [briefly explain project or responsibility], gaining firsthand experience in [Method, Tool, or Field].

What draws me most to [University Name] is the opportunity to work with faculty whose research intersects closely with my proposed area of study. I am especially interested in the work of Dr. [Name], whose publications on [Topic] align closely with my own research questions. I hope to explore [Proposed Dissertation Topic or Research Question], focusing on [Brief Research Objectives or Methodological Approach]. I am confident that the program’s emphasis on [interdisciplinary research, methodological training, etc.] will allow me to deepen my inquiry and contribute original insights to the field.

Ultimately, I aim to pursue a career in [e.g., academia, policy research, industry R&D], where I can continue producing impactful research and mentoring future scholars. I view the Ph.D. program at [University Name] as a critical next step in my academic and professional development, and I am enthusiastic about the opportunity to collaborate within a scholarly community that values rigor, creativity, and innovation.

Thank you for considering my application. I look forward to the possibility of contributing to and growing within your department.

Sincerely,  
[Your Full Name]