**{Date}**

**{Recipient’s Name}**

**Admissions Committee, {Program Name}**

**{Institution’s Address}**

**{City, State, Zip Code}**

Re: Intent to Join PhD Program

Dear **{Mr./Mrs./Ms. Last Name},**

I am writing to state my intent to join the **{program name}** at **{institution name}** of a Doctor of Philosophy degree. I learned about the program through **{name of source},** and it would be an honor to join such a **{positive qualities}** program.

I am **{mention your academic achievements}.** Outside of school, I have {mention your professional experience and other achievements}. I believe all this makes me an excellent candidate for your esteemed program.

I am interested in this program because **{provide reasons}.** I am positive that learning with you will **{positive impact}.** If you require any more information, please contact me at **{contact information}.**

Thank you for your time and consideration.

Sincerely,

**{Your Name}**

**{Your Signature}**