[Your Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[University Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing to request information about the [University Name] Ph.D. program in [Field of Study]. I am currently majoring in [Field of Study] at [College Name], and will graduate with a [Degree Name] on [Date]. I am interested in beginning my graduate studies in [Semester, year].

Please send me application materials, program information, and a schedule of courses. I’d also appreciate any information you can provide about:

* The department and program faculty
* Fellowship opportunities
* Assistantship opportunities
* Funding opportunities
* Grants and scholarships

Please send this information to me at the address listed above. If you have questions about my request, please contact me by phone at [phone number] or by email at [email address].

Thank you for your assistance. I look forward to receiving this information.

Sincerely,

[Your Name]