**Introduction Letter for university template**

Recipients address

Your address and contact details

Date

Objective: (No more than one sentence)

Dear (insert full name),

Thanks to my previous experiences both academic and professional, I believe I am fully capable of completing the course (insert course name)

I am very passionate about this subject and this is proven throughout my education. (Briefly describe some of your achievements)

It would be a great opportunity for me to study at your university and I appreciate the time taken to consider my application.

I look forward to hearing from you in the near future.

Yours sincerely,

(Sign and print name)