

Dear Graduate Committee Members,

I am a student of XXX University, majoring in XXXXXX. After reading the application materials carefully, I strongly believe that your department is an ideal place for me to continue my study. M. S. in XXX is my pursuing goal, and I believe that XX University is the place to fulfill my dream to be a financial expert.

I have completed the online application and paid the application fee by credit card. Now I am submitting other required materials to you.

Enclosed please find:

1. Application form
2. Application fee (\$XX Money Order)
3. Statement of purpose (yellow pages)
4. Official transcripts in Chinese and English
5. Three letters of recommendation
6. Resume (green pages)
7. Photocopies of TOEFL and GRE score reports

I have already asked ETS to send you the original score report as soon as they can. Would you please concern my application first?

Please contact me if you require any further information or documentations. I shall be happy for submitting it to you.

Thank you for your consideration and I am looking forward to your reply.

Yours truly,  
XXX XXX