

Letter of Motivation: Format and Template

The one-page structure European universities and visa officers expect from Indian applicants.

Section	What goes in it	Length
Header	Your name, city in India, email and phone, the date, then the addressee line: the admissions office or the German Mission / consulate.	3 to 6 lines
Salutation	Dear Admissions Committee, / Dear Sir or Madam, when no name is published.	1 line
Opening paragraph	Who you are, the exact program name as the university writes it, the intake, and one line on why you are a strong fit.	3 to 4 lines
Academic background	Your degree, university, CGPA, and the two or three projects, papers or internships that connect directly to the program.	5 to 7 lines
Why this program and university	Named modules, labs, professors or industry ties. Specific enough that the paragraph fits no other university.	5 to 7 lines
Why this country (visa letters)	Why Germany or the chosen country for this field, how the course fits your plan, funding in one line, and your intent after the course.	4 to 6 lines
Closing	One forward-looking line, thanks, then: Sincerely, full name, signature.	2 to 3 lines

Rules that keep the letter credible

- One side of A4, 500 to 700 words, standard font at 10.5 to 12 point.
- Mirror the program name letter for letter from the admission portal or letter.
- Every claim must match your CV, transcripts and the rest of the file.
- One letter per university and one per visa file. Reused letters read as reused.
- Write in first person, formal but natural. No borrowed template sentences.

Fill-in Skeleton

Replace every bracket. Delete any line you cannot make specific.

[Your full name]
[City, State, India] | [Email] | [Phone]
[Date]

[Admissions Office / Visa Section]
[University or Mission name]
[City, Country]

Dear [Admissions Committee / Sir or Madam],

I am writing to apply for the [exact program name] at [university] for the [intake, year] intake. As a [degree] graduate from [Indian university] with [CGPA], my goal is [one-line goal the program serves].

During my [degree], I [project or internship 1 with one concrete result]. I then [project or internship 2], where [what you built, measured or learned that this program deepens].

[University] fits this plan because [named module or lab 1] and [named module or lab 2] directly extend [your area]. The [named feature: thesis structure, industry partner, research group] is why this program, rather than a general one, is my first choice.

[Visa letters only] I have chosen [country] because [field-specific reason]. My studies are funded through [blocked account / loan / scholarship], and after completing the program I intend to [clear, honest plan].

I would be glad to contribute to [one specific community, lab or group] and look forward to your consideration.

Sincerely,
[Full name]
[Signature]