

### **Sample of a Bank Letter:**

To Whom It May Concern:

Mr. Adam Smith is one of our outstanding customers. In his account, which was opened on August 12, 2003, he has a total balance of \$18,550 US dollars. His account number is 56-98435 and still active.

Sincerely yours,  
Tom Adam  
Branch Manager  
{SEAL}

### **Sample of a Letter of Reference:**

September 1, 2003

Dear Sir/Madam

I have known Mr. Adam Smith for more than four years. I have instructed Mr. Smith in the following courses; College Math, Statistics, Linear Algebra, and Advance Electronics during his undergraduate (graduate) studies.

He was one of the best students of his class in the top five percent. I can state that Mr. Smith distinguishes himself from the other students with his intellectual performance and honest character. He is serious in his purpose, meticulous in his work and reliable in all assigned duties. He is also an intelligent and hardworking person of outstanding character.

If he is accepted to your graduate school, I am sure he will be a successful graduate student.

Sincerely,

-signature-

Dr. George Adam  
Chairman, Dept. of Electrical Engineering

## **Example of a STATEMENT OF PURPOSE**

September 23, 2003

Dear Sir or Madam:

The focus of my undergraduate and graduate training thus far has been Management and Business Administration. I have also done practical work in the area of financial stock assessment. My particular interests in a Doctor of Philosophy (PhD) degree program are studying ethical, governmental and financial factors involved in the management of a small corporation. Because few people have an academic background in this area, there is a great demand for specialists in this particular field in my country.

Specifically, I would like to pursue an active research program that inspects the interrelationships between small businesses and environment and between the growth and development of small-scale organizations when they are ready to join with a merger group. Also, I have an interest in merger dynamics and designing infrastructures for small organizations. Having said this, the study of Business management and its environmental impact will expose me to new and advanced technologies in these particular fields. My foremost objective is to obtain a Doctor of Philosophy degree. Having received my BBA and an MBA in Business Management Science (specialty: environmental and financial factors affecting small businesses) with honors from Tamkang University, Taipei, Taiwan, and studying English at the UNIVERSITY OF VIRGINIA gives me the level of confidence to believe that I can pursue and complete the PhD program at GEORGETOWN UNIVERSITY.

My confidence stems from my having completed several projects throughout my academic years at Tamkang University. Although the program at Tamkang University is competitive with any university in Taiwan; the university did not offer me the training in the latest break-through in Management Science. I am especially interested in studying under the tutelage of the scholars at GEORGETOWN UNIVERSITY. With the strong theoretical and academic foundation plus the caliber of your faculty, GEORGETOWN UNIVERSITY offers the academic program I would like to pursue.

After completing my entire academic career I hope to conduct research and teach at a university. I would like to be in a position to offer the technology and the forward thinking ideas that I can receive from GEORGETOWN UNIVERSITY to others who have a passion for Management Science. A degree from GEORGETOWN UNIVERSITY will not only allow me to do this, it will allow me to further open the doors of science to others.

I would be happy to provide any further information, or, recommendations for your evaluation of my candidacy. Looking forward to hearing from you.

Sincerely Yours,

-Signature-

Adam Smith, Prospective Student of VIU