To

[The Professor]  
[Department name]

Dear Dr. [name]

I am [name], PhD student from [department name]. I have done by BE [name of degree] and MS [name of degree] from [name] university. My area of interest has always been wireless communication. My final year project in BE was [name of the project]. In MS, my thesis topic was [topic]. I also have a journal publication in [name of journal] published on [date]. The title of my paper was [title of paper].

I am starting my Ph.D. in the field of [description]. My special area of focus would be [specialty name].  I have read your papers on [topic name] and I am a great admirer of your research in this field. I want to explore the dynamics of [area name] and I feel that you are one of the best people who can guide me. I want to work under your supervision and guidance. I would be grateful if you accept to be my supervisor. If there is any background reading you want me to get started on, please let me know. I have already gone through the following: [titles of journal publications].

Looking forward to working under your guidance,

Yours sincerely,

[Student name]  
[University name]