

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear Members of the Admissions Committee,  
I am writing to express my intent to apply for admission to  
[Program/School Name] for the [Fall/Spring] [Year] term. I am excited  
about the opportunity to contribute to and learn from your esteemed  
institution.

Having researched various programs, I am particularly drawn to [specific  
program/department] due to [reason for interest]. My academic background  
in [your field of study] from [Previous School/University] has equipped  
me with [relevant skills or experiences], which I believe align well with  
the values and academic rigor of [School Name].

I am also eager to engage with the diverse community at [School Name],  
participating in [clubs, activities, or initiatives of interest]. I am  
confident that this environment will foster my growth both personally and  
professionally.

Thank you for considering my application. I look forward to the  
possibility of joining the [School Name] family and contributing to the  
dynamic campus community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]