

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

[Admissions Office]
[School/Program Name]
[School Address]
[City, State, Zip Code]

Dear [Admissions Committee/Specific Person's Name],

I. Introduction

- A. Purpose of the letter
- B. Brief personal introduction

II. Interest in Dual Language Program

- A. Explanation of interest in dual language education
- B. Personal connection or experience with languages

III. Academic and Extracurricular Qualifications

- A. Relevant coursework and achievements
- B. Extracurricular activities related to language and culture

IV. Goals and Aspirations

- A. Short-term and long-term goals related to language learning
- B. How the dual language program aligns with these goals

V. Conclusion

- A. Reiteration of interest
- B. Thank you and appreciation for consideration

Sincerely,

[Your Name]