

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

[Recipient's Name]  
[Institution's Name]  
[Institution's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request admission to the [Name of the Program] entry test for the academic year [Year]. I have attached the necessary documents and completed application form for your review.

I am excited about the opportunity to further my education and believe that my background in [Your Background/Field of Study] has prepared me well for this program. I am eager to contribute positively and gain valuable knowledge from your esteemed institution.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]