

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office]
[College/University Name]
[College Address]
[City, State, ZIP Code]

Dear Members of the Admissions Committee,

I am writing to formally submit my application for admission to [College/University Name] for the [Fall/Spring] [Year] semester. My intended major is [Your Intended Major].

I have attached all required documents including my application form, transcripts, letters of recommendation, and personal statement. I believe my academic achievements, extracurricular involvement, and passion for [Your Field of Interest] make me a strong candidate for your esteemed institution.

Thank you for considering my application. I look forward to the opportunity to further discuss my potential contributions to [College/University Name] in the future.

Sincerely,
[Your Name]