

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

Admissions Office  
Flathead Valley Community College  
777 Grandview Dr  
Kalispell, MT 59901

Dear Admissions Committee,

Subject: Admission Application for [Program Name]

I hope this letter finds you well. I am writing to formally request admission to the [Program Name] at Flathead Valley Community College for the [term/year].

[Paragraph about your academic background and interests related to the program.]

[Paragraph detailing your motivation for choosing FVCC and how the program aligns with your career goals.]

Thank you for considering my application. I look forward to the opportunity to contribute to and grow within the FVCC community.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]