

[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],

Subject: Application for HSC Admission

I am writing to express my interest in applying for the Higher Secondary Certificate (HSC) program at [Institution's Name] for the academic year [Year].

I have completed my [Previous Education, e.g., SSC] from [School/Institution Name] with a good academic record. I believe that my passion for [Subject/Field] and my dedication to my studies make me a suitable candidate for your esteemed institution.

I am particularly drawn to [Specific Programs/Facilities offered by the Institution] and I am eager to contribute positively to the school community.

I have attached all the required documents for your review. I look forward to the opportunity to discuss my application further.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]