

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

To,

The Admission Office
Indira Gandhi National Open University
[University Address]
[City, State, ZIP Code]

Subject: Application for Admission to [Program Name]

Dear Sir/Madam,

I am writing to express my interest in applying for admission to the [Program Name] for the [Session/Year] at IGNOU.

I hold [Your Degree] in [Your Field] from [Your University], and I am keen on pursuing further studies to enhance my knowledge and skills in [Specific Area].

Please find attached the necessary documents, including my completed application form, academic transcripts, and ID proof, as required.

I am looking forward to your positive response regarding my admission.

Thank you for considering my application.

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]