

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

Admissions Office
Indira Gandhi National Open University (IGNOU)
Maidan Garhi, New Delhi - 110068

Dear Sir/Madam,

Subject: Application for Admission to [Program Name] for Academic Year [Year]

I hope this letter finds you well. I am writing to formally apply for admission to the [Program Name] at IGNOU for the academic year [Year]. After thorough research, I am convinced that the flexible learning opportunities and comprehensive curriculum offered by IGNOU align perfectly with my educational and career goals.

[Briefly explain your educational background and any relevant work experience. Mention why you are interested in this specific program and how it fits your career objectives.]

Enclosed with this letter are the completed application form, required documents, and the proof of payment for the application fee. I would appreciate your consideration of my application and look forward to the opportunity to contribute to the esteemed academic community at IGNOU. Thank you for considering my application. I hope to receive a positive response soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]