

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

The Director  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi  
Pin: 110068

Dear Sir/Madam,

Subject: Admission Application for [Program Name] - [Your Enrollment Number if available]

I am writing to formally request admission to the [Program Name] at Indira Gandhi National Open University for the [academic year/semester, e.g., July 2023 session].

I have completed my [Name of Previous Degree] from [Name of University/College] in [Year of Passing] with [Percentage/Grade if applicable]. My interest in [specific field or subject], combined with the flexibility and recognition that IGNOU offers, makes it an ideal institution for my further studies.

Please find attached my completed application form along with the required documents, including:

1. Copies of educational certificates
2. Proof of identity
3. Passport-sized photographs
4. [Any other relevant documents]

I assure you of my commitment and dedication towards my studies and look forward to the opportunity to enhance my knowledge and skills.

Thank you for considering my application. I hope to receive a positive response soon.

Yours sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Enrollment Number (if applicable)]