

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

The Coordinator  
Indira Gandhi National Open University  
[Specific Department/Office]  
[University Address]  
[City, State, Zip Code]  
Subject: Admission Request for [Program Name]

Dear [Coordinator's Name],

I hope this letter finds you in good health. I am writing to formally request admission to the [Program Name] program at IGNOU for the [specific session/year].

I have completed [Your Previous Qualification] from [Your Institution Name], and I am keen to further my studies in [Field of Study]. I believe that IGNOU's flexible learning approach will greatly aid in my academic and professional development.

Attached to this letter are the necessary documents, including my application form, previous educational certificates, and any other required documentation.

I would be grateful for your consideration of my application. Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]