

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

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

Subject: Application for Admission to [Program Name]

Dear [Coordinator's Name],

I hope this letter finds you well. I am writing to formally apply for admission to the [Program Name] for the [Academic Year/Session] at Indira Gandhi National Open University.

I have completed my [Your Highest Qualification] from [Your Institution] and am keen to further my education in [Field of Study]. I believe that IGNOU's flexible learning environment will aid me in achieving my academic and career goals.

Enclosed with this letter are the necessary documents for my application, including:

1. Completed application form
2. Photocopies of educational certificates
3. Identity proof
4. Passport-sized photographs
5. [Any other relevant documents]

I kindly request you to process my application and grant me the opportunity to enroll in the program. Please feel free to contact me for any further information or clarification.

Thank you for considering my application. I look forward to your positive response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]