

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

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

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

Dear [Director's Name],

I hope this letter finds you in good health. I am writing to formally apply for admission to the [Program Name] program under the [School/Department Name] at IGNOU for the academic year [Year].

I am keen to enhance my knowledge and skills in [specific area or field], and I believe that [Program Name] at your esteemed institution will provide me with the necessary education and resources to achieve my goals.

Enclosed with this letter are the required documents:

1. Completed application form
2. Photocopies of academic certificates
3. Proof of identity
4. Admission fee receipt

I would appreciate your prompt processing of my application. Thank you for considering my application.

Sincerely,

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