

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

To

The Director

Indira Gandhi National Open University (IGNOU)

[IGNOU Address]

[City, State, Zip Code]

Subject: Request for Admission in [Program Name]

Dear Sir/Madam,

I am writing to formally request admission into the [specific program] at IGNOU for the [academic year] session. I have completed my [previous qualification] from [institution name], and I am eager to enhance my knowledge in [field of study] through your esteemed university.

I believe that IGNOU's flexible learning approach and comprehensive curriculum will help me achieve my academic and professional goals.

Please find attached my completed application form, along with the required documents and proof of payment for the admission fee.

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

Yours sincerely,

[Your Signature] (if sending a hard copy)

[Your Name]