

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

The Admission Office
Indira Gandhi National Open University
Maidan Garhi
New Delhi - 110068

Subject: Admission Request for [Course Name/Program Name]

Dear Sir/Madam,

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

I have completed my [previous qualification, e.g., Bachelor's degree in XYZ] from [Your Previous Institution] in [Year], and I am eager to further my education in [specific area of interest related to the chosen course].

I believe that my background in [relevant experience or skills] has prepared me well for this program. I am particularly drawn to [specific aspects of the course or faculty], and I am excited about the opportunity to learn and grow under your esteemed institution.

Attached are my completed application form, academic transcripts, and other required documents for your reference. I kindly request you to consider my application for admission.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Enrollment Number (if applicable)]