

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

To,

The Admissions Officer

Indira Gandhi National Open University (IGNOU)

Maidan Garhi, New Delhi - 110068

Subject: Inquiry Regarding Admission Process for [Specify Program/ Course Name]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about the admission process for the [Specify Program/ Course Name] for the upcoming academic session. I am particularly interested in understanding the eligibility criteria, important dates, and any documents required for the application.

Additionally, I would appreciate information regarding the mode of study, course structure, and any available financial aid options.

Thank you for your assistance. I look forward to your prompt response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]