

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

The Admission Office  
Indira Gandhi National Open University (IGNOU)  
Maidan Garhi, New Delhi - 110068

Dear Sir/Madam,

Subject: Application for Admission to [Specify Program Name]

I am writing to express my interest in applying for the [Specify Program Name] at IGNOU for the [Specify Academic Year/Session]. Having completed my [Your Previous Degree/Qualification] from [Your University/College Name], I am eager to further my education and skills in this field.

[Briefly explain your background and reason for pursuing this program. Mention any relevant experience or achievements.]

I believe that studying at IGNOU will provide me with the necessary knowledge and skills to excel in my career. I have enclosed the required documents and completed application form for your consideration.

Thank you for considering my application. I look forward to the opportunity to contribute to and learn from the esteemed academic community at IGNOU.

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]