

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

Admission Office  
Indira Gandhi National Open University  
[University Address]  
[City, State, ZIP Code]

Subject: Application for Admission to [Program Name]

Dear Sir/Madam,

I am writing to formally apply for admission to the [Program Name] for the academic year [Year]. I have completed my [Previous Qualification] from [Your Institution] and am eager to pursue further studies in [Field of Study].

I am particularly interested in IGNOU due to its flexible learning environment and the esteemed faculty. I believe that this program will provide me with the knowledge and skills necessary to achieve my career goals.

Enclosed with this letter, you will find the required documents including my application form, academic transcripts, and a copy of my identification.

Thank you for considering my application. I look forward to the opportunity to be part of IGNOU.

Sincerely,  
[Your Name]