

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

Admission Committee

Indira Gandhi National Open University (IGNOU)

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I am writing to express my interest in pursuing [specific program] at Indira Gandhi National Open University (IGNOU) for the [academic year/semester]. I hold a [your previous degree] in [your field] from [your university], and I believe that furthering my education at IGNOU will provide me with the necessary skills and knowledge to achieve my career goals.

Having learned about IGNOU's commitment to distance education, I am particularly drawn to the flexibility it offers, allowing me to balance my studies with my professional responsibilities. I am enthusiastic about gaining insights into [mention specific subjects or skills relevant to the program] that I believe are crucial for my development.

I am confident that my academic background and work experience in [mention relevant experience] will enable me to contribute positively to the courses I undertake. I am eager to engage with faculty and peers who share my passion for [field of study].

Please find my completed application form and necessary documentation attached for your review. I look forward to the opportunity to be a part of the esteemed learning community at IGNOU.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]