

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
Indira Gandhi National Open University (IGNOU)
[University Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Admission Interview

I hope this message finds you well. I am writing to formally request an admission interview for the [specific program name] at IGNOU for the [specific academic session, e.g., July 2024] intake. I have submitted my application and am keen to discuss my qualifications and motivation for pursuing this program.

I am available for an interview at your convenience and can accommodate different modes such as online, telephone, or in-person meetings. Please let me know the suitable dates and times for you.

Thank you for considering my request. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]