

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

The Admission Office
Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110068
Subject: Application for Admission to [Program Name]

Dear Sir/Madam,

I am writing to express my interest in applying for the [Program Name] program at IGNOU for the [specific academic session, e.g., July 2024]. I have completed my [Your Previous Degree] from [Your Institution] and am eager to enhance my knowledge and skills in [Field of Study]. I have attached all necessary documents, including my completed application form, academic certificates, and any required identification. Thank you for considering my application. I look forward to the opportunity to contribute to and learn from IGNOU.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]