

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

Admissions Office
Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110068
India

Dear Admissions Office,

I am writing to express my interest in enrolling in the [specific program name] at Indira Gandhi National Open University for the [upcoming academic session/year]. I would like to inquire about the admission process, including eligibility criteria, application deadlines, and required documents.

I have completed my [previous qualification] from [institution name], and I am eager to pursue my studies further in [desired field of study]. Please provide me with any information regarding the online application procedure and any additional steps I may need to take.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]