

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

The Admissions Office  
Indira Gandhi National Open University  
[University Address]  
[City, State, Zip Code]

Subject: Application for Admission to [Program Name/Code]

Dear Sir/Madam,

I am writing to express my interest in applying for the [Program Name] at IGNOU for the [mention the academic session, e.g., July 2023] session. I have completed my [previous qualification] from [previous institution] and am keen to pursue further studies in [mention field of study].

Enclosed with this letter are the necessary documents, including my application form, academic certificates, and proof of identity. I confirm that I have met all the eligibility criteria as specified by the university.

I appreciate your time in considering my application and look forward to the opportunity to be a part of IGNOU.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]