

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

Office of Admissions

[University Name]
[Department/Office Address]
[City, State, Zip Code]

Dear Admissions Committee,

Subject: Application for Admission to KTU

I am writing to formally submit my application for admission to the [specific program or course name] at KTU for the [upcoming academic year/semester].

[Briefly introduce yourself and provide details about your academic background, relevant experiences, and why you are interested in the program.]

I have attached all the required documents, including [list any relevant documents, e.g., transcripts, recommendation letters, personal statement].

Thank you for considering my application. I look forward to the opportunity to contribute to the KTU community and pursue my academic goals.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]