

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

Office of Admissions
NOVA Community College (NVCC)
[Address of NVCC]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally request admission to NOVA Community College for the [specific semester/year] academic term. I am eager to pursue a degree in [your intended major or field of study] and believe that NVCC offers the ideal environment to achieve my educational and career goals.

I have attached my application form, transcripts, and additional documents required for consideration. I sincerely hope to be a part of the NVCC community and contribute positively to campus life.

Thank you for considering my application. I look forward to the opportunity of being part of NOVA Community College.

Sincerely,

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