

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

Office of Admissions  
Oakland University  
2200 N Squirrel Rd  
Rochester, MI 48309

Dear [Admissions Office or Specific Name if known],

Subject: Application for Admission to Oakland University

I hope this letter finds you well. I am writing to express my interest in applying for admission to Oakland University for the [specific term, e.g., Fall 2024] semester. I have thoroughly researched your programs and am particularly drawn to [mention specific program or major, e.g., Psychology, Business Administration].

Enclosed, you will find my completed application form, along with the required documents including [list any specific documents, e.g., transcripts, letters of recommendation, personal statement]. I believe that my academic background and extracurricular involvement [briefly mention any relevant experiences] have prepared me well for this opportunity.

I would like to inquire about the status of my application and any additional steps I may need to take to ensure a smooth admissions process. Additionally, I would appreciate any information regarding scholarship opportunities and campus visit scheduling.

Thank you for considering my application. I am looking forward to the possibility of becoming a member of the Oakland University community.

Sincerely,

[Your Name]

[Your High School or Institution, if applicable]

[Your GPA or relevant academic achievements, if desired]