

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

Admissions Committee

[Name of IIM]  
[Address of IIM]  
[City, State, Zip Code]

Dear Admissions Committee,

Subject: Application for Admission to [Batch Year] MBA Program

I am writing to express my interest in applying for the [Specify Program, e.g., Post Graduate Program in Management] at [Name of IIM]. I believe that my background in [Your Academic Field/Professional Experience] and my aspiration to [Your Career Goals] align perfectly with the values of your esteemed institute.

[Paragraph about academic achievements, relevant work experience, and skills.]

I am particularly drawn to [Specific Program Features or Faculty] at [Name of IIM] and believe that it will greatly aid in my personal and professional growth.

Thank you for considering my application. I look forward to the opportunity to contribute to and grow within the IIM community.

Sincerely,  
[Your Name]