

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

Admissions Committee

[Institution Name, e.g., Indian Institute of Management XYZ]
[Institution Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to express my enthusiasm for applying to the [specific program, e.g., MBA Program] at [Institution Name]. With a strong academic background and diverse professional experience, I believe I am well-suited to contribute to and benefit from this esteemed program.

[Paragraph detailing your academic background, including degrees earned, institutions attended, and any relevant honors or awards.]

[Paragraph outlining your professional experience, including job titles, companies worked for, and key achievements or skills gained that relate to the program.]

[Paragraph discussing your career goals and how the program aligns with these goals, including specific courses or faculty you are interested in.]

I appreciate your consideration of my application and look forward to the opportunity to contribute to the vibrant community at [Institution Name].

Thank you for your time.

Sincerely,

[Your Name]