

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

Admissions Committee

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

Dear Admissions Committee,

[Opening Paragraph: Introduce yourself and state your purpose for writing.]

[Body Paragraph(s): Provide details regarding your application, relevant achievements, and any specific requests or inquiries you may have.]

[Closing Paragraph: Thank the committee for their time and consideration.]

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]