

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

Dear Admissions Committee,

Subject: Submission of Supporting Documents for UG Admission

I hope this message finds you well. I am writing to submit the supporting documents required for my undergraduate admission application to

[University Name].

Enclosed with this letter, you will find copies of the following documents:

1. [Document Name 1]
2. [Document Name 2]
3. [Document Name 3]
4. [Any Additional Document]

I appreciate your consideration of my application and look forward to the opportunity to join [University Name]. Please do not hesitate to contact me if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]