

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

[Admission Office]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formalize my request for admission into the undergraduate program at [University Name] for the [Fall/Spring] [Year] semester. I have a strong interest in [specific program or major] and believe that [University Name] provides the ideal environment for my academic and personal growth.

[Include a brief paragraph about your background, achievements, and reasons for choosing this university and program.]

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

Thank you for your attention.

Sincerely,

[Your Name]  
[Your Application ID (if applicable)]