

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

The Admission Office  
Ujjain University  
[University Address]  
Ujjain, Madhya Pradesh, [ZIP Code]  
Subject: Application for Admission

Dear Sir/Madam,

I am writing to express my interest in applying for admission to [specific program/course] at Ujjain University for the academic year [year].

I am a [your current status, e.g., high school graduate, undergraduate student] with a keen interest in [your field of interest]. I have attached all required documents, including my academic transcripts, recommendation letters, and application form, for your review.

I believe that Ujjain University will provide me with the ideal environment and resources to pursue my academic goals.

Thank you for considering my application. I look forward to your positive response.

Sincerely,  
[Your Name]