

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

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

Dear Admissions Committee,

I am writing to provide details about my extracurricular activities as part of my application to [University Name]. I believe these experiences have shaped my character and prepared me for the challenges of college life.

1. \*\*[Activity Title]\*\*

- \*\*Role/Position\*\*: [Your Role]
- \*\*Duration\*\*: [Start Date - End Date]
- \*\*Description\*\*: [Briefly describe your responsibilities, skills gained, and impact on the community.]

2. \*\*[Activity Title]\*\*

- \*\*Role/Position\*\*: [Your Role]
- \*\*Duration\*\*: [Start Date - End Date]
- \*\*Description\*\*: [Briefly describe your responsibilities, skills gained, and any significant achievements.]

3. \*\*[Activity Title]\*\*

- \*\*Role/Position\*\*: [Your Role]
- \*\*Duration\*\*: [Start Date - End Date]
- \*\*Description\*\*: [Briefly describe your responsibilities, skills gained, and any significant impact.]

In conclusion, these extracurricular activities have not only allowed me to develop valuable skills but also to grow as an individual. I am excited about the possibility of bringing my experiences and passions to [University Name].

Thank you for considering my application. I look forward to the opportunity to contribute to the vibrant community at [University Name].  
Sincerely,

[Your Name]  
[Your High School]