

[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 express my interest in applying for the part-time study program in [specific program/field] at [University Name]. I am eager to further my education while balancing my current professional commitments. I hold a [Your Degree] in [Your Field] from [Your Previous University] and have gained valuable experience in [Your Current Occupation/Field]. I believe that the advanced knowledge and skills I would acquire through your program will significantly enhance my professional development and long-term career prospects.

Given my commitment to [mention relevant commitments such as work, family, etc.], I am keen to pursue a part-time study option that allows me to manage my responsibilities while engaging in rigorous academic work. I am confident that [University Name] offers the flexibility and quality of education that I am seeking.

Thank you for considering my application. I look forward to the opportunity to contribute to and grow within the academic community at [University Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]