

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
[Queen's Junior College]  
[College Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally submit my application for admission to Queen's Junior College for the [specific program or field of study] for the [academic year or semester]. I am excited about the opportunity to further my education at your esteemed institution.

As part of my application, I have included the following documents:

- Completed application form
- Personal statement
- Academic transcripts
- Letters of recommendation
- [Any additional documents, if applicable]

I appreciate your time and consideration in reviewing my application. I am looking forward to the possibility of joining the vibrant community at Queen's Junior College and contributing to its legacy of excellence.

Thank you for your attention to my application. Please do not hesitate to contact me if you require any additional information.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]