

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

Dear Admissions Committee,

Subject: Application for Admission to [Specify Program/Stream]

I am writing to formally apply for admission to the [Specify Program/Stream] at QJC for the [Year/Intake]. I am particularly drawn to your institution because [mention specific reasons related to the program or QJC].

Having completed my [mention your previous education, e.g., O-Level, Secondary School], I believe I possess the academic foundation required for the challenges ahead. My academic achievements include [list a few relevant achievements or subjects], which have equipped me with skills that I believe will contribute positively to my studies at QJC.

In addition to my academic qualifications, I have participated in [mention any extracurricular activities, leadership roles, or volunteering experiences], which have further developed my [mention relevant skills or qualities]. I am eager to bring my passion and commitment to the QJC community.

I appreciate your consideration of my application and look forward to the opportunity to contribute to and grow within your esteemed institution.

Thank you for your time and attention.

Sincerely,

[Your Name]