

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
[College/University Name]  
[College/University Address]  
[City, State, Zip Code]

Dear [Admissions Officer's Name or "Admissions Committee"],  
I am writing to formally request consideration for admission into  
[specific program or major] at [College/University Name] for the  
[academic year/term].

[Briefly introduce yourself, including your current educational status  
and relevant achievements.]

I am particularly drawn to [specific features of the college/program that  
appeal to you] and believe that [explain how you would contribute to the  
college community and benefit from attending].

[Close with a polite request for further information or an invitation for  
an interview] and thank you for considering my application.

Sincerely,  
[Your Name]