University Application Letter

Date 18th June, 2012

Name/Title Mary Roe

Address 795 E Dragram

City, State, Zip Code Tucson, AZ, 85705

Hello Mr. Lehmann,

I, John Smith, studying in ABC University in last year of my graduation. I am writing this letter to request of considering my application for seeking management studies in your institution

I am sending you my academic records for your reference and I am playing for football at state level. My certificates are also enclosed with the letter. I have filled the application form which is attached with the letter.

I would also want to assure you that the application is coming from an aspirant in the pink of the health. I hope that I would be provided with the opportunity of studying in your esteemed institution.

Yours faithfully,

John McConigle.