**Sample college admission letters**

From:

Diana Hanks  
House No: 132P  
Main Street  
Queens  
NJ

To:

Mr. Austin Gray  
Dean-Admissions  
College of Business Administration  
Manhattan  
New York

26th August, 2009

Dear Mr. Gray,

I wish to take the opportunity to introduce myself as a graduate student from the Queens School of Business Studies.

I am herewith enclosing my Grade sheet copies together with the duly filled application form in order to pursue my Masters in Business Administration from your esteemed School.

I was a great achiever both academically and with sports at Queens School of Economics. I have won numerous awards for interschool quizzes and other activities.

I would be very much obliged if there is any kind of financial assistance or scholarship which would help me duly in the completion of the course.

I would get in touch with to know the status of my application form.

Thanking you for your consideration and valuable time.

Yours faithfully,

Diana Hanks