**Sample University admission letter**

Clara

432 E, Drachmann

Tucson, AZ 85705

USA

Westwood University

School of Science

Department of Information Science

David

462 B7, Down street

Phoenix, AZ 567898

USA

Dear David

I am a graduate student in computers, from Wein and Leigh College. This letter is regarding the queries on admission process in your college; I have applied for the course of “Intelligent agents and systems “in your esteemed university.

I was the university topper and a gold medalist in neural networks in our college. I have also cleared GRE and TOEFL with an aggregate of 89% and a CGPA of about 8 on the scale of 10. I think I am eligible for the course because I have core knowledge in Artificial intelligence and Neural Networks. I am also proficient in Machine learning and expert systems. Kindly send me the further procedures in your college for admission after the group discussion round as I am shortlisted after the same. Do the needful and oblige.

Sincerely

Clara

(Student)