George Mathew

103, red street,

New York, USA

Date-2/11/2011

To,

Dean,

Columbia University

120th Street New York, NY,

USA.

Dear Sir,

Ref- Application dated 2/15/2011 for the admission in two years post graduation program in marketing and sales.

I am seeking admission in your two years post graduation program in marketing and sales, for which I have already written an application to the University. I have completed my three years bachelor degree program with good marks from the same University. Therefore, I am complete eligible for this two years program. I have also sought that there are still many vacant seats for this particular program.

But the matter of fact is that I have still not received any confirmation from the University. It has been too late submitting the application; therefore, I cannot acquire admission in any other University.  Therefore, I hereby request you to kindly accept my application for the admission if not accepted yet and if it has already been accepted then inform me the same as early as possible so that I can start sitting lecture for the program.

Please Kindly pay due attention to your former student.

Thanking You,

Yours Truly,

George Mathew

(Former student of University)