Date: 27 October, 2010.

From,

John McConigle.

To,

Mr. Brock Lehmann,

Dean,

Seattle institute of management studies,

Seattle.

Hello Mr. Lehmann,

I, John McConigle, am forwarding this letter to you along with the request of considering my application for seeking management studies in your institution. I have Bachelors degree in the business and commerce subject from the Queens School, Seattle. The copy of all the grades which I have secured is enclosed with this letter. The enclosure is also embedded with completely filled application form for seeking admission.

I want to exploit this opportunity to take your attention to the fact that I have been an excellent academic student with equally well performance in sporting activities. The details of all the awards and certificates achieved by me are also being enclosed with above mentioned documents. 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.