**Sample College admission cover letter**

Farah

45/80, Church street

Downtown

Phoenix, AZ 1267

USA

Marc Anthony

Head of the Department

Riverside University

Department of Robotics

56 pathway, west

Phoenix, AZ 879675

USA

Dear Marc Anthony

I am a student of computer science from Glendale University. I want to pursue my higher studies in your esteemed and eminent institute. I am proficient in physics apart from computer science. I have done a proficient course in metaphysics to participate in your annual physics lecture program.  Kindly suggest me which subject to take up in your university as I am bit confused whether to take up computers or physics for post graduate level. Also send me the dates as to when the university is conducting the lecture series. I was a topper in the university in Finite automata and formal languages and was awarded the best student award for my works in co curricular activities. I also want to contact the admission counselor kindly furnish the details. I request you to acknowledge my application, and hoping for a positive feedback.

Thanking you,

Yours sincerely

Farah

(Graduate)