**Sample College admission letter**

From:

Richard Brown,

Student,

Department of Economics,

Delhi University.

To:

The Dean of Admissions,

College of Business Administration,

Manchester.

16th July,’07.

Dear Sir/Madam,

This is with reference to the (MBA) course being offered in your college.  I am a graduate in (Economics) and would like to pursue my (Masters) in your college.  I request you to kindly send me the application material for the college entrance exam.

I am herewith enclosing a cheque for (25 Pounds Sterling) for the application form and postal charges.

Thanking You,

Yours Sincerely,

(Richard Brown)