From,

Ms Electra,

13B, Whistling Towers,

Archway lane,

Wellington

To,

Mr Terence,

Step-Up Dance Academy,

Wellington

Dear Mr Terence,

I, Ms Electra, am writing this application for securing admission in your esteemed dancing academy. I have gone through the eligibility parameters for the admission in your academy put on the official website of the academy and I would like to make you aware of the fact that I fulfil all the parameters of eligibility. I have entered in the local dancing talent hunt competitions and have turned up as the better one of all. My achievements so far have been detailed in the enclosure of this letter.

The letter enclosure is also provided with an entirely filled application form. I wish to exploit this opportunity to make you aware that I have taken special training for dancing forms like salsa and hip-hop. I wish to sharpen my skill in these dancing forms and along with this I wish to acquire some new dancing talent. Wishing to make it to your academy,

Yours sincerely,

Ms Electra