From,

Marc Richards,

E-2, Roaring Winds Apartments,

Bridgetown Boulevard,

Edinburgh

To,

Mr Spenser,

Principal,

Imperial Institute of Business Studies,

Edinburgh

Dear Mr Spenser,

I, Marc Richards, am putting forward this letter as an application for admission in your esteemed institution for pursuing higher business studies. I have cleared my High School studies from Boston High School. I have acquired Bachelor Degree in the field of Commerce from the Boston University. The details of my grades during my entire academic career have been enclosed along with this letter. After completing my Degree education, I felt the need to accomplish higher studies from an elite educational institution and for this reason, this admission application letter surfaces.

The enclosure is also embedded with a completely filled admission application form with the copies of all the necessary documents mentioned on the website of the institute. I would like to take this opportunity to make you aware of the fact that I am gifted with sound vigour and shall give my best in the academics. Hoping to secure the admission,

Yours sincerely,

Marc Richards