**COLLEGE APPLICATION TEMPLATE**

**Dear Mr. /MS\_\_\_\_\_\_\_\_\_\_ (name of the concerned person),**

I am\_\_\_\_\_\_\_\_ (about yourself) writing to you with regard to the ……………… (course name) offered by your college. I completed my graduation in …………year with ………… (mention distinction if any). I am enclosing my certificates along with this letter.

The …………... course conducted by your college is very popular in the industry. It is a well-known fact that noted industry members attend the placement in your college. It is my dream to study in your college. I hope to fulfill my dream with your support.

Please verify all my certificates and let me know if I can attend the interview conducted for getting selected to the management course. My phone number is \_\_\_\_\_\_\_ (give number for contact). Kindly call or email me to inform the details regarding the admission procedure.

Looking forward to hearing from you at the earliest,

Thanking you,

**Yours Sincerely,  
\_\_\_\_\_\_\_\_\_\_\_ (Your name)**