**To**

**The Principal,  
St. Anthony’s College of Management,  
Mount Road,  
Chennai**

**25th September 2018**

**Dear Sir/Madam,**

I am Sirisha writing to you regarding the management course conducted by your college.

I have completed my graduation from St. Stephen’s College with commerce as the main subject. I topped my college in the final year. Apart from academics I participated in several competitions and extracurricular activities. I am sending copies of the certificates along with this letter.

I want to apply for the course of management in your college. Your college has a good reputation and the management course is very much sought after by students belonging to various colleges.

I kindly request you to go through all my certificates and let me know if I am suitable for attending the screening process related to the course. My telephone number is 8796789765. Please email me or call me to inform details regarding the admission procedure.

I hope I will be selected based on my qualification and merit.

Looking forward to hearing from you,

Thanking you,

**Yours Sincerely,**