**Subject: COLLEGE APPLICATION LETTER**

**Dear, Mr. \_\_\_\_\_\_\_\_\_\_\_\_**

I am a student of Bachelor of Commerce from St. Andrew’s College of Commerce for the year 2015 and 2016. My final exams are schedule in November 2015 first week.

After completion of my bachelor’s degree I want to opt for MBA degree from the sister concern of my college which is St. Andrew’s College of MBA. I am a topper of my batch for 2 years in my college thus wants to apply for MBA course from your college.

Kindly grant a seat to me as I genuinely want to make career in this field. I am sending you copies of my documents, mark sheets, formal filled application form and certificates for reference purpose which are attached with this letter.

Please verify those and inform me on the same email address or on my number 789456123 that when can I come for formal meeting with regards to my admission in your respectable college.

Thanking You

**Yours Sincerely,**