**TEMPLATE LETTER
LETTER OF APPLICATION**

**[Date]**

Jennifer Perry MS, BSMT (ASCP)

Clinical Laboratory Sciences Department

Marshall University

One John Marshall Drive

Huntington, WV 25755

Dear Professor Perry

Please accept my application for admission to the Marshall University Medical Laboratory Technology **(MLT)** program in fall, **(year)**.

I have completed a total of \_\_\_\_\_\_\_ credit hours of college level academic work with a grade point average of\_\_\_\_\_\_\_\_. A copy of my academic transcript(s) has already been submitted to the Office of the Registrar for processing so that they can be reviewed by the CLS program admissions committee. I have earned \_\_\_\_\_\_\_\_\_ credit hours at Marshall University.

My academic work has included \_\_\_\_\_\_\_\_ credit hours of courses listed in the MLT – MLS curriculum, and I have enclosed a summary of that work.

I am providing the following information in support of my application:

Two letters of reference from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , **(indicate how each person knows you and can judge your ability to succeed in the academic program)**.

I am a good candidate for admission to the **(*MLT, MLS, CYT)*** program because….

**(your statement may require an additional page)**.

The address and telephone number where I want notification of admission into the **(MLT, MLS or CYT)**

program sent in June, **(year) (if different from the return address above)** is:

Email address:

Telephone #:

Address

City, State, Zip

Email address

Sincerely,

**[Your signature]**