[Applicant Name]
[Mailing Address]
[City, State, Zip Code]

[Name of Admissions Representative]
[School Name]
[Street Address]
[City, State, Zip Code]

Dear [Mr./Ms. Last name]:

As an aspiring [insert career field of choice], I am applying to [insert name of the school] because my research indicates that your outstanding [insert program name] program will provide me with the best possible preparation to enter this field. Your organization has an outstanding reputation, and the feedback I have received from students and alumni have convinced me that there is no better place for me to pursue my studies in the field of [insert career field of choice].

My academic background and accomplishments have prepared me for success. For example, I have [insert examples of a few significant accomplishments, such as leadership experience, charitable work, awards received, recognition, etc.). These endeavors make me a great fit for [insert name of the school]. At your school, I'm sure I can take my track record of success to the next level. Also, the campus tour I completed in [insert month] of [insert year] made a very positive impression on me, and I am confident that I will be an asset to the institution, both as a student and future alumnus.

I am excited to begin my college education and am committed to achieving academic excellence as a student in the [insert name of program] at [insert name of school]. I will be submitting my Common Application by [insert time frame for completion]. I greatly appreciate your consideration, and look forward to receiving news that I have been accepted into the freshman class of [insert year].

If you have any questions for me or if I can be of assistance in any way, please let me know. You may reach me at [insert phone number] or [insert email address].

Sincerely,

[Sign here]

[Type your full name here]

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