[Your Full Name]
[Mailing Address]
[City, State, Zip Code]

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

Dear [Name of Representative]:

It has long been my dream to enroll in [insert school name] to study [insert degree field], so I am excited to provide you with my formal application to become a member of the freshman class for [insert year you plan to start]. I have chosen to apply for admission to [insert school name] after researching to identify the best [insert degree field] program in the [insert geographic descriptor] area, as I am committed to preparing for career success in this field. [Insert name of school] is my clear, first choice.

As you can see from my enclosed application, along with my transcripts and test scores, I am committed to excellence and have the educational background and academic skills necessary to succeed as a student at [insert school name]. By deciding to accept me into this year's freshman class, you will be making a decision to bring in a student who is dedicated to success and who will represent your institution well as a student and, in the long-run, a successful graduate.

I visited the campus last spring and became convinced that there is no better place for me to earn my college degree. I am looking forward to undertaking my college education at [insert name of school]. All of the required documentation is enclosed with this letter, and my official test scores and transcripts are being sent to you directly from the issuing organizations.

Thank you so much for your time and consideration. I eagerly anticipate receiving an acceptance letter from [insert school name]. You may reach me at [insert phone number] or [insert email address].

Sincerely,

[Sign your name here]

[Type your full name here]

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