

Informal Letter Sample for College Application

24, Green Park Colony
Sector 9, Bhopal
10th June 2024

To,
The Principal,
Sunrise College,
Bhopal.

Respected Sir/Madam,

I hope this letter finds you in good health and spirits. My name is Aditya Sharma, and I have recently completed my 12th standard from Harmony Public School, securing 89% in my board exams. I am writing to request your kind consideration for my admission to the Bachelor of Science (B.Sc.) program in your esteemed college.

I have always been passionate about the field of science and am particularly interested in pursuing further studies in biology. After thorough research, I believe that Sunrise College is the perfect institution for me to grow academically and develop my skills, thanks to its experienced faculty and vibrant learning environment.

I sincerely hope you will give due consideration to my application. I am eager to be a part of your college and contribute positively to the institution. Thank you very much for your time and attention.

Yours sincerely,
Aditya Sharma