**Sample College Application Letter**

From:

Ms Shaista Ansari

Hyderabad-28

#R-1 West , Garden Towers,

Masab Tank

27th January, 2010

To:

The Principal

St Anne’s Degree College

Mehdipatnam

Hyderabad-28

Dear Madam,

Sub: Admission to MBA (Finance) Course-2010

Ref:  Courses Program in the College Prospectus.

I wish to state that I have qualified in the 10+2 Exam in the year 2009 as student of your College in First Division with Roll No. 224132.

I am herewith enclosing the requisite Application Form along with copies of Mark Sheet and Domicile Certificate.

I request you to consider me for admission to MBA (Finance)-2010 Course and oblige.

Thanking you.

Yours faithfully,

……………….

Enclosures:

Certified True Copy of 10+2 Exam Marks Sheet

Domicile Certificate