

## **Sample of an Admission Letter**

Your Name

Your Address

Your City, State, and Zip Code

Your Phone Number

Your Email address

Date

The Name of the Addressee

Head of Admission

Name of the School

Address

City, State, and Zip code

Dear (Insert the Name of the Addressee)

My name is (Sonya) and I am a High School student from (Walden Public School). After conducting extensive research regarding the colleges in the area that offer a good degree in the Nursing, I am writing to inform you that I am interested in applying at (ABC Nursing School).

ABC Nursing School ranks among the most accredited nursing schools in the state and I would love to be part of this organization. It also has a reputation of producing qualified and experienced nurses and this is what I aim at achieving from the institution I join.

I am quite active when it comes to athletics and would love to also be part of your athletics team. Four by four relay is my forte and would love to further explore this passion if I join your educational institution.

Enclosed is my application form, as well as other required documents as stated on the university website. Please do not hesitate to call me if you would like to arrange an appointment for an interview, or if you have any questions or clarifications regarding my application. You can reach me through 98 9645 3935 or [sonyagil@gmail.com](mailto:sonyagil@gmail.com).

Thank you for taking the time to look over my application, and I hope to hear a favorable response from you soon.

Sincerely,

(Insert your name and signature)