

# Request Letter for Admission in College

From,  
Vivek  
Raj Nagar, Delhi

Date: 6 August 2020

To,  
Manas Kumar  
XY College

Dear Sir,

I have applied for Bachelor's program in your college, I am writing this letter to request you to grant me admission. I have secured 84% in the 12th standard and 90% in the 10th. Along with my academic record, my curricular records are also great, I actively participate in different cultural programs and I have been a zonal level volleyball player also. I have heard so much about your college and it has helped various students in shaping their careers. I look forward to being a part of it. Let me know the further admission process and give me a chance to interview with you.

Looking for a positive response.

Thank you  
Vivek