To,

Dean Jones

Admission Department Head

York Shire University

York Shire, UK 3567

Dated: 10th of May 20XX

Subject: Intent to take admission

Respected Mr. Jones,

This letter is to express my intention to take admission in your reputed university in order to pursue Masters in Business Administration. I believe that I meet the criteria you look for in a student in order to grant them admission.

I have recently completed my bachelors in Business Administration from New London University and have secured A grades. I have always been a brilliant student and have managed good balance of academics as well as extracurricular activities. I was also honored with the All Round Student award in my previous university. I have also received state recognition for my grades in high school.

I am aware about the reputation of your university and can assure you that I will continue to maintain it if given admission. It has always been my academic ambition to pursue my master’s degree from your university. I am sure passing out from your university will help me to develop not only as a student but also a human being.

I am enclosing my previous education certificates and would request you to consider me for admission.

Regards,

Mark North