To,

Head of the Department – Arts,

University of London,

#18, Leeds,

West Yorkshire,

London, LS4

Date : 29th August 20XX

Subject : Letter of intent seeking admission for graduation program

Dear Sir,

I am hereby writing this letter of intent to obtain admission to the graduation program in arts being offered by your University. I have come to know the details of the graduation program from the website of the University. I am presently pursuing my under-graduation program from Wales University with majors in arts stream.

I am proud to share with you that I possess excellent academic track record all through my educational pursuits apart from being great at extra-curricular activities such as debates and elocutions organized in my University.

The gradation program in arts being offered by your University is a best fit for the career goals that I desire to achieve. By pursuing this course I will not only be able to fulfill my dream of being an arts graduate but also chalk out a fine career which will surely make your University proud in future.

I wish to get an opportunity to get to meet you in person to discuss further regarding the enrolment to this program at a time convenient to you. I will give a call to you next week to fix an appointment before coming to meet you.

Yours Sincerely,

Lawrence Sophia.