To

Ms. Haley James Carter,

Head of Department,

The Department of Political Sciences,

Colonel James University,

262, St. James Street,

Georgetown, Connecticut, USA.

18th October 2013

Subject: Application for admission to the Political Science department of the college

Respected Ma’am,

My name is Ms. Ginny Jones and I am writing this letter to apply for admission to the MSc International Political Economy program offered by the Political Science department of the university. It has been a personal goal to study this course at this prestigious university and to learn from the best of the intellectuals.

I have been following the journey of the university since my initial educative years. I believe in the objectives and the ethics of this esteemed institution. To say the least, it will be a huge and great honour to be able to study here. I assure that I will follow all the university rules and will continue to maintain its high standards of intellect. The copies of my SAT score card, high school transcript and other relevant documents which may help the decision regarding the admission are enclosed with this letter.

I have also applied for the in- house residential arrangements in the college campus and hope that both of my applications will be duly considered. I hope that my dream of studying here comes true and I can take forward the legacy of the institution. Eagerly awaiting a reply regarding the admissions to the program,

Thanking you.

Yours sincerely,

Ms. Ginny Jones

Application No.: 3574

Hazel Town, Connecticut, USA