Dear Sir,

College name:

Student name:

This letter is to request for my <name> in your college. I have scored A grade in my higher secondary education and to further study I want to take admission in your institute (briefly describe about your previous study). I have always been a brilliant student and thus want to carry on my studies in a well-known college with great teachers.

This would not only enhance my skills but would also prove helpful in future as it would be stated on my CV and other certificates. So to become a good person with perfect education I request my admission in your college.