

SAMPLE COVERING LETTER

ABC (Students Name)
19 Hilltop Bldg, Pali Hill, Bandra Mumbai: 400054, India

Dated: mm/dd/yyyy

To,
Xyz University
Area
State
USA

Dear Sir / Madam,

I ABC, from India, am applying for **YOUR COURSE NAME**, starting [Spring / Fall] 2014 session. My application form has been submitted and paid online [if submitted online]. I have enclosed the following documents for my admission consideration.

Documents enclosed are:

- Application Form duly filled and signed [if submitted paper base form then only]
- Application Fee Demand Draft [if paid by Demand Draft then only]
- Official Sealed Transcripts from Bachelors
- Three recommendation letters
- Mark sheets
- GRE/GMAT/ IELTS and TOEFL Score Report Copy [Which ever applicable]
- Resume
- Statement Of Purpose / Essays
- I-20 request form
- Bank Certificate
- Financial Affidavit of Support
- Extra Curriculum and Achievements Certificates
- Passport Copy
- Project Synopsis / Portfolio (if required)
- Credential Evaluation Reports

I have also requested ETS to send across my original TOEFL / IELTS and GRE/GMAT Score Report directly to the University respectively. Hoping to get admitted into your esteemed university and accomplish my future goals.

Kindly acknowledge the receipt of the above at the following email ID:
abc@gmail.com

Thanking you for your time and cooperation.

Yours Truly,
ABC

Email ID: abc@gmail.com

Telephone: 91 09812345678

