To,

Dean- Admissions

School of Languages,

Colorado State University,

Fort Collins

April 20, 2014

Dear Sir/Ma’am,

I wish to take the opportunity to introduce myself as a graduate student from the School of Languages at your esteemed university. I wish to further expand my learning experience here and therefore would like to pursue a Master’s Degree from your university.

I am enclosing a duly-filled application along with the copies of my mark sheets of my semester exams, besides certificates of participation in extra-curricular activities. I am also enclosing a letter of recommendation from my professors here.

I would be much obliged if I could be considered for any kind of financial assistance or scholarship which would help me immensely in the completion of the course. I sincerely thank you for your time and kind consideration. I will get in touch with you within a week to know the status of my application form.

Thanking you,

Sincerely,

Jesica Tanner

Michigan