

From:
Ms Jessica Rooney
North Avenue
California
USA
27th January, 20XX

To:
The Principal
California University
California

Dear Madam,

Sub: Admission to MBA (Finance) Course-20XX

Ref: Courses Program in the College Prospectus.

I wish to state that I have qualified in the 10+2 Exam in the year 20XX as student of your College in First Division with Roll No. XXXXX.

I am herewith enclosing the requisite Application Form along with copies of Mark Sheet and Domicile Certificate.

I request you to consider me for admission to MBA (Finance)-20XX Course and oblige.

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Thanking you.
Yours faithfully,