

Request for Admission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Recipient's Name]

[Program Name]

[Program Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request admission into the [Program Name] addiction recovery program. I have been struggling with [specific addiction] for [duration] and recognize the need for professional help and support.

I am motivated to change my life and seek a comprehensive program that offers [mention any specific services or types of support you are looking for]. I believe that the [Program Name] can provide the resources and guidance necessary for my recovery journey.

Please find attached any required documents and my personal statement outlining my experiences and commitment to recovery.

I appreciate your time and consideration regarding my request. I look forward to the opportunity to discuss my admission and path to recovery further.

Thank you for your attention.

Sincerely,

[Your Name]