

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Admissions Office
University/Institution Name
Address
City, State, Zip Code

Dear Admissions Officer,

I am writing to formally request the opportunity to participate in the non-degree course titled "[Course Name]" offered by [University/Institution Name] during the [specific term/semester]. I am particularly interested in this course because [briefly explain your interest and reasons for taking the course].

I believe that my background in [your field/area of study] aligns closely with the objectives of this course, and I am eager to enhance my knowledge and skills in this area. I am committed to participating fully and making the most of this educational opportunity.

If possible, I kindly request any information regarding the application process, prerequisites, and enrollment deadlines for this course.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]