

Request for Admission to Non-Degree Study

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Admissions Office

[University Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally request admission to [University Name] as a non-degree student for the [upcoming semester/year]. I am particularly interested in [specific courses or area of study], as I believe this will enhance my knowledge and skills.

My background includes [briefly mention your education or experience relevant to your request]. I am eager to engage with the academic community at [University Name] and take advantage of the resources available.

I would appreciate any guidance you can provide regarding the application process and any requirements needed for non-degree admission. Thank you for considering my request.

Sincerely,

[Your Name]