

Request for Admission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Admissions Office

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally request admission to the Respiratory Therapy program at [Institution Name] for the upcoming academic year. I am passionate about pursuing a career in respiratory therapy and believe that your esteemed program will provide me with the necessary knowledge and skills to excel in this field.

I have a strong academic background in [related subjects] and have gained practical experience through [mention any relevant experience]. I am eager to learn and contribute to the healthcare community, and I am particularly drawn to your program due to [mention any specific features of the program that appeal to you].

Attached to this letter, you will find all of the required application materials, including my transcripts, letters of recommendation, and my personal statement. I respectfully ask that you consider my application for admission.

Thank you for considering my request. I look forward to the opportunity to be a part of [Institution Name] and to contribute positively to the program.

Sincerely,

[Your Name]