

Admission Interview Request for Undergraduate Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Admissions Office]

[University Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. My name is [Your Name] and I am an applicant for the undergraduate program in [Name of Program] for the [academic year/term]. I am writing to respectfully request an interview to discuss my application further.

I am very passionate about [briefly explain why you are interested in the program], and I believe that an interview would provide an excellent opportunity for me to convey my enthusiasm and commitment to becoming a valuable member of [University Name].

If possible, I would appreciate the chance to schedule an interview at your earliest convenience. I am flexible with timings and can adapt to your schedule. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]