

Dual Enrollment Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for the dual enrollment program in [specify online program] at [Institution Name]. I am currently a student at [Your Current School Name] and have a strong interest in [mention area of study]. I believe that participating in this program will enhance my academic skills and provide me with valuable experience in a collegiate environment.

My academic record demonstrates my commitment to excellence, with a GPA of [insert GPA]. I have been involved in [mention relevant extracurricular activities, honors, or awards], and I am excited about the prospect of furthering my education through your esteemed institution.

Attached are my transcripts, letter of recommendation, and any other required documents for your review. I appreciate your consideration of my application and look forward to the opportunity to contribute to [Institution Name].

Thank you for your time and assistance. Please feel free to contact me if you need further information.

Sincerely,

[Your Name]