

Dual Enrollment Application for Summer Courses

Date: [Insert Date]

Admissions Office

[Name of Institution]

[Institution Address]

[City, State, ZIP Code]

Dear Admissions Committee,

I am writing to formally apply for the dual enrollment program for summer courses at [Name of Institution]. My name is [Your Name], and I am currently a student at [Your High School Name] in [City, State]. I am in the [Grade Level] and am eager to enhance my academic experience and challenge myself over the summer.

I am particularly interested in enrolling in [List Specific Course(s)], as I believe these courses align perfectly with my academic and career goals. I have maintained a [Your GPA] GPA and am excited about the opportunity to earn college credits while still in high school.

Please find my completed application form, transcript, and any necessary recommendations attached for your review. I appreciate your consideration and am looking forward to the possibility of joining [Name of Institution] this summer.

Thank you for your time and attention. I am eager to contribute positively to your academic community.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]