

Part-Time Study Application

Date: [Insert Date]

Admissions Office

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally apply for part-time study at [Institution Name] for the [specific program or course] starting in [insert term and year]. As an adult learner, I am keen on furthering my education while balancing my current professional and personal commitments.

My name is [Your Name], and I am currently employed as [Your Job Title] at [Your Company]. I have [number] years of experience in [your field/industry], and I believe that advancing my education will enhance my skills and provide new opportunities for my career growth.

Due to my work commitments and personal responsibilities, I am interested in pursuing a part-time study schedule. I am confident that this flexible approach will allow me to successfully manage my studies alongside my existing obligations.

I appreciate your consideration of my application, and I look forward to the opportunity to contribute to and learn from the esteemed community at [Institution Name]. Please let me know if you require any additional information to support my application.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]

[City, State, Zip Code]