

Part-Time Study Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Admissions Office,

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally apply for part-time study in the [specific program name] at [Institution Name]. After [briefly explain your current career and background], I have decided to pursue a career change due to [reason for the change].

Having researched various programs, I am particularly drawn to your institution because of [specific reasons related to the program or institution]. I believe that the skills and knowledge I will gain through this program will enable me to [describe your career goal or how the program aligns with it].

Although I am currently employed at [Current Employer or Job Title], I am eager to dedicate my time and effort towards becoming proficient in [mention skills or knowledge areas related to new career]. I am committed to balancing my work and academic responsibilities effectively to succeed in this new path.

Thank you for considering my application. I look forward to the opportunity to further discuss how my background and ambitions align with the values of [Institution Name].

Sincerely,

[Your Name]