

Part-Time Study Application for Evening Classes

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 admission to the evening classes offered at [Institution Name] for the [specific program or course] starting in [start date]. I am particularly interested in this part-time study opportunity as it will allow me to balance my professional commitments while pursuing my educational goals.

Having worked in [your field/industry] for [number of years], I believe that furthering my education at [Institution Name] will significantly enhance my skills and knowledge. I am eager to engage with the experienced faculty and learn alongside other motivated students.

Please find enclosed my application form, transcripts, and any other required documents as per the application guidelines. I look forward to the opportunity to discuss my application further.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]