

Part-Time Study Application for Personal Development

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for part-time study at [Institution's Name] in order to enhance my skills and personal development. I am particularly interested in [specific course or program] that aligns closely with my career aspirations and personal interests.

As a professional working in [Your Current Job Title/Field], I have recognized the importance of continuously developing my knowledge and skills to stay competitive in today's dynamic environment. Enrolling in [Course/Program Name] will provide me with the necessary tools and insights to achieve my goals.

I am eager to bring my background in [Your Background/Experience] to this program, and I believe that the part-time format will allow me to balance my professional responsibilities while pursuing my educational goals.

Thank you for considering my application. I look forward to the opportunity to contribute to and learn from the esteemed faculty and fellow students at [Institution's Name].

Sincerely,

[Your Name]