

Part-Time Study Application

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Admissions Office
[University/College Name]
[University Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally apply for the part-time study program in [Program Name] at [University/College Name]. As a dedicated working professional with [Number] years of experience in [Your Industry/Field], I am eager to enhance my knowledge and skills through this program while continuing to fulfill my professional responsibilities.

My current role as [Your Job Title] at [Your Company Name] has equipped me with a unique perspective that I believe will enrich my academic experience. I am particularly interested in [Specific Areas of Study or Courses] and how they relate to my career aspirations.

Given my commitment to balancing work and study, I am confident in my ability to manage the demands of the part-time program effectively. I am excited about the opportunity to connect with fellow professionals and contribute to classroom discussions.

Thank you for considering my application. I look forward to the possibility of joining [University/College Name] and advancing my education.

Sincerely,
[Your Name]