

Admission Letter

To _____ committee members:

I respectfully request for admission to _____ University as a student. I was a student in _____ University and unfortunately I was suspended due to academics reasons. I strongly believe that I can resume my studies in _____ University and work hard to ensure my performance improves.

In my preparation to improve my academic abilities I have attended counseling program which advices student on how to select college, managing time in college, how to improve academically and other things which will help in college learning process. Advisors conducts workshop, plans for college visit, writes letters of recommendations and also ensures students on the behalf of college. I have also been involved in community course work which gave me an opportunity to learn many things essential in academic. Through this exposure I have acquired determination to pursue my academics.

Also I have been researching from different sources like; internet, magazine and other literature. In this I gained sound knowledge which I believe it will help to coordinate and plan my learning program. With these skills I will ensure that I participate fully when I resume my studies to achieve the best in my academics.

In preparation for resuming my studies, I have structured my plan which I will make sure I adhere to attain my goals. First I have decided to increase the



number of hours I use in studying in this I will ensure that I work on all the assignments and researches which are requirements in academic. With extra time in my studies I do believe that my performance will improve exponentially.

The thing I will do is to intensify in research and case studies to gain not only theoretical knowledge but also practical skills. Through this I will ensure that what I learn in theory class I apply it practically in the real situation. Also to ensure that am on the right track I will keep constant consultation with my lecture so that I can get advice needed. This consultation will not be limited to lecturers only but also I will involve my classmates to discuss any subject which need a combined effort.

With these reason I hereby sent my humble request to you to consider my application to join your esteemed university. When you call me I promise to adhere to the rules and regulations governing the university and work hard to achieve the best grade possible. I welcome the opportunity to join your university. Do not hesitate to contact me at any time during the day.

Yours Sincerely,

