

Example Letter to College Representatives Who Endorse Student's Admission to College

November 16, 2016

Anna Johnson
123 Hometown Street
Anytown, MA 02115
Cell 555.555.1234
college4annaj@yahoo.com

Dr. Michael Fisher
Chair, Department of Biology Two Rivers College
100 College Way, Suite 101 Anytown, OH 45202

Dear Professor Fisher,

I would like to thank you again for visiting with me and discussing the Biology Department during my campus visit in July 2016. Also, I would like to let you know I have submitted my application for admission and am very hopeful and enthusiastic about becoming a biology major and member of the college community at Two Rivers next fall.

Please find attached an updated copy of my résumé for your review. I wish you the best of luck and continued success with the remainder of the academic year.

Sincerely,

Anna Johnson