**College Application Letter**

Name of Applicant  
Address of Applicant  
City, State, Zip Code  
  
DATE  
  
Name of Head of Admissions  
Name of College  
Address of College  
City, State, Zip Code  
  
Dear Name of Head of Admissions:  
  
This letter is a formal request for admission to Name of College. I have looked at several colleges that offer Bachelor’s degrees in Environmental Applications, and chose Name of College because of its commitment to its environmental program.  
  
​Your program is very extensive covering many more aspects of global warming than other colleges in this state. For example, you offer courses on the International Union for Conservation of Nature, the Forest Stewardship Council and the Leadership in Energy and Environmental Design among other things.   
  
My aim is to participate in forming government environmental policy, and believe that Name of College is the best option to prepare me for this challenge. I have worked for the past two years in a waste management company and helped create innovative approaches to recycling certain items. Learning as much as I can about sustainable living in different aspects of commercial enterprises, will help me create fair and beneficial public policy.   
  
My application form and all of the required document are enclosed. I hope for a favorable response from you. If you would like arrange an appointment or have any questions, I can be reached at Phone Number or at Email Address. Thank you for your kind attention to my application.  
  
Sincerely,  
  
Signature of Applicant  
Printed Name of Applicant  
Enclosure: Application Form, high school marks list, Advanced Placement scores, SAT scores and all other required information