

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

November 16, 2011

Anna Johnson  
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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 2011. 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*