

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

November 15, 2009

Anna Johnson  
123 Hometown Street  
Anytown, MA 02115  
SSN 123-45-6789  
Tele. 555.555.1234  
[college4annaj@yahoo.com](mailto: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 2009. 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 a copy of my résumé for your review. I wish you good luck and success with the remainder of the academic year.

Sincerely,

*Anna Johnson*