

Sample request letter for spot admission

From,

[Your Name]

[Your Address]

[Email Address]

[Phone Number]

[Date]

To,

The Principal,

Mary Matha Arts & Science College

Mananthavady

Respected Sir,

I am writing to express my interest in seeking spot admission to Mary Matha Arts & Science College Mananthavady for the [write the desired subject or programme].

Sincerely,

[Your Name]

[Signature]