



Karan Gupta Consulting

© 1999-2016 Karan Gupta Consulting. All rights reserved.

SAMPLE COVER LETTER

Arjun Khanna

Add: A-890 Tulsi Tower, M.U. Road, Mumbai 400 062. India. **Tel:** 8924290 **Email:** akhanna@hotmail.com

25th November, 2014

The Director of International Admissions,
USA.

Dear Sir or Madam:

I am applying for MBA/Masters/Bachelors at your university for the Fall 2015 semester as an international student. I have filled the application form and paid the application fee online. Please find enclosed my supporting documents:

Essays / SOP

Resume

Details of Work Experience Sheet (MBA)

Photocopy of GMAT / GRE / SAT / ACT score sheet

Photocopy of TOEFL / IELTS score sheet

Bank Letter and Affidavit of Financial Support

Recommendation Letters

Official Transcripts, Mark sheets and Degree

Passport Copy

I have requested GMAC / ETS / Collegeboard to send my official GMAT / GRE / SAT scores and ETS / British Council to send my official TOEFL / IELTS scores directly to your university. Please email me at akhanna@hotmail.com if you need any information or clarifications.

I am very keen to join your renowned university and look forward to hearing from you. Thank you for your time and consideration.

Kind Regards,

Arjun Khanna

Arjun Khanna