

Business Letter & Envelope
(เขียนจดหมายและการจ่าหน้าซอง)

127 M. 3 Office of the Comptroller
Royal Thai Armed Forces Headquarters
Chaengwattana Road Thung Song Hong
Lak Si, Bangkok, 10210 THAILAND
July, 2013

Director of Admissions
Harvard University
Cambridge, Massachusetts 02138

Dear Sir: (Dear Madam: or Dear Director of Admissions:)

My name is (ยศ ชื่อ สกุล) I am as a (ตำแหน่ง) of (หน่วยงาน)
..... I am interested in attending Harvard University
to study MBA. International Business. I graduated as a (เอกที่จบ) from (สถาบันที่จบ)
..... in (ปีที่จบ) Please send me the appropriate application forms
and any information you have about the graduate business program. I will also need to know the necessary
information about TOEFL requirements because English is not my native language. I look forward to
hearing from you.

Sincerely,

..... (ลายเซ็น)

..... (ยศ ชื่อ สกุล) (ตัวอยู่วุฒิการศึกษา)
..... (ตำแหน่ง)
..... (หน่วยงาน)
..... (หน่วยขึ้นตรง)

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