

# Letter of Intent

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

[Office of University Extension Program]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to register for the [specific program name] at [University Name] through its University Extension program. I am eager to enhance my knowledge and skills in [specific field or area of study] and believe that this program will provide the necessary resources and guidance.

I am particularly interested in [mention any specific aspect of the program or courses that attract you] and am excited about the opportunity to learn from esteemed faculty and collaborate with fellow participants.

Please let me know if there are any requirements or next steps that I need to complete for my registration. I look forward to your response and hope to be part of the upcoming program.

Thank you for considering my application.

Sincerely,

[Your Name]