

# Letter of Intent to Enroll

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Institution Name]

[Department/Office Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to enroll in the non-degree course titled [Course Name] offered at [Institution Name]. I am particularly interested in this course because [briefly explain your interest and relevance to your goals].

I believe that this course will greatly enhance my understanding of [related subject or skill], and I am eager to contribute to the class environment. I have been involved in [relevant experience or background], which has prepared me for this opportunity.

Please let me know the next steps for enrollment and any other information I need to complete the registration process.

Thank you for considering my application. I look forward to the possibility of participating in this course.

Sincerely,

[Your Name]