

Letter of Intent

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Recipient Name

Program Coordinator

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to join the [Program Name] at [Institution Name]. I am particularly drawn to this program due to [specific reasons related to the program, such as its curriculum, faculty, or mission].

With a background in [Your Background] and experience in [Relevant Experience], I am eager to contribute to and learn from the community at [Institution Name]. I believe that this program aligns well with my career goals of [Career Goals].

Thank you for considering my application. I am looking forward to the opportunity to be a part of [Program Name] and contribute to [Specific Projects or Initiatives relevant to the program].

Sincerely,

[Your Name]