

Letter of Intent

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Recipient Title]
[University/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to apply for the [specific study abroad program name] at [University/Organization Name]. I am currently a [Your Year, e.g., "junior"] majoring in [Your Major] at [Your University], and I believe that participating in this program will greatly enhance my academic journey.

This opportunity aligns perfectly with my career goals and personal interests, particularly in [mention any relevant interests or objectives]. I am particularly excited about [specific aspect of the program or location] and the chance to immerse myself in [culture/language/academic field].

I have attached my resume and transcript for your consideration. I look forward to the possibility of discussing my application further and to pursuing this incredible opportunity.

Thank you for considering my application.

Sincerely,
[Your Name]