

Letter of Intent

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[School/Organization Name]

[School/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to serve as a hall monitor for [School/Organization Name] during the upcoming [school year/event]. I am eager to contribute to maintaining a safe and orderly environment for students and staff.

Having been a part of [briefly mention any relevant experience or involvement], I believe that my skills in communication and leadership make me a suitable candidate for this role. I am dedicated to ensuring that all students follow the guidelines and promote a culture of respect and safety.

I am excited about the opportunity to support the school community and would be honored to take on the responsibilities of a hall monitor. Thank you for considering my application.

Sincerely,

[Your Name]