

Notification of Study Abroad Intent

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I am writing to formally notify you of my intent to pursue studies abroad. I have been accepted into [program/course name] at [institution name] located in [country]. My intended start date is [start date], and the duration of the program is [duration].

This opportunity aligns perfectly with my academic and professional goals, and I believe it will greatly enhance my knowledge and skills in [field of study]. I am excited to immerse myself in a different culture and further my education in this esteemed institution.

Please let me know if there are any formalities or procedures that I need to complete as part of this process. I appreciate your support and guidance as I take this significant step in my educational journey.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID (if applicable)]