

# SAMPLE LETTER OF INTENT to the school(s) of your choice

(Please do not use your Agency's letterhead)

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Return Address  
City, State and Zip Code

Date of Letter

\_\_\_\_\_, Director of \_\_\_\_\_  
School of \_\_\_\_\_  
University \_\_\_\_\_  
Address \_\_\_\_\_

Dear Ms./Mr. \_\_\_\_\_:

This letter is to inform you that I have submitted an application for the 2019/2020 Mayor's Graduate Scholarship Program (MGSP). I am a New York City employee applying to your \_\_\_\_\_ program for admission in the fall of 2019. Please consider my applications for your graduate program and MGSP.

If there are any questions regarding my applications, please contact me at \_\_\_\_\_ during business hours or leave a message at my home number, \_\_\_\_\_.

Thank you for your time and consideration.

Sincerely,

Your Name

Cc: Mayor's Graduate Scholarship Program (submit along with your MGSP application)