

Sample Letter of Intent to the school(s) of your choice

(Please do not use your agency's letterhead)

Copy the template below and paste onto a new document. Fill in as needed.

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

Return Address
City, State and Zip Code

Date of Letter

_____, Director of _____
School of _____
University _____
Address _____

Dear _____:

This letter is to inform you that I have submitted an application for the 2024 - 2025 Mayor's Graduate Scholarship Program (MGSP). I am a City of New York employee applying to the _____ program for admission in the Fall of 2024. 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 mobile number, _____.

Thank you for your time and consideration.

Sincerely,

Your Name