

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

(Please do not use your Agency's letterhead)

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 2020/2021 Mayor's Graduate Scholarship Program (MGSP). I am a New York City employee applying to your _____ program for admission in the fall of 2020. 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)