**[Letter of Intent](https://www.shemmassianconsulting.com/blog/how-to-write-medical-school-letter-of-intent-or-letter-of-interest)**

**PhD (School) Letter of Intent Format**

**{Date}**

**{Recipient’s Name}**

**Admissions Committee, {Program Name}**

**{Institution’s Address}**

**{City, State, Zip Code}**

Re: Intent to Join PhD Program

Dear**{Mr./Mrs./Ms. Last Name},**

I am writing to state my intent to join the**{program name}** at**{institution name}**of a Doctor of Philosophy degree. I learned about the program through {name of source}, and it would be an honor to join such a **{positive qualities}**program.

I am**{mention your academic achievements}.**Outside of school, I have **{mention your professional experience and other achievements}.**I believe all this makes me an excellent candidate for your esteemed program.

I am interested in this program because**{provide reasons}.** I am positive that learning with you will **{positive impact}**. If you require any more information, please contact me at**{contact information}.**

Thank you for your time and consideration.

Sincerely,

**{Your Name}**

**{Your Signature}**