***Graduate School Letter of Intent***

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sender’s Name

Recipient's Name

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Sender’s Address

Recipient's Address

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, ZIP Code

City, State, ZIP Code

Date

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Recipient's Name

This letter is to inform you of my interest in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program at the

University of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have submitted my completed application form with the required documentation.

I hold a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ degree from the University of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, where I graduated cum laude with a GPA of

GPA of \_\_\_\_\_\_.

[List all related achievements and relevant

qualifications].

In order to secure a high enough position to make a difference, I need a graduate degree in the field, and the University of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has the best program in the state.

I believe that my education and experience make me a good candidate for a graduate degree in your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program. I have talked to two professors who teach in the program, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Each encouraged me to apply to the program and believe I can reach my goals with this degree.

If you would like any more information, I would be happy to talk to you or meet you at a time of your convenience. I can be reached at [Phone] or at [Email].

Sincerely,

Barbara Bradley

[Signature]