To,

Ms. Rondha M,

The Director,

University of Texas,

United States.

Dated: 29th January, 20XX

Subject: Letter of Intent for Graduate School

Dear Ms. Rondha,

This is a letter seeking admission to your prestigious institute. I have just completed my under graduate studies. I wish to enhance my knowledge levels and feel that your institute is best suited for this purpose. Since my undergraduate studies were in the field of Economics, I wish to continue my graduation in the same field.

I have chosen this field since I feel I can establish my career in the same. I have performed well in this field during my undergraduate courses. My interest continues to remain strong on these topics;I feel that my purpose would be best served by learning the same from your esteemed institute.

I have been a good student and have earned a good percentage in my final undergraduate exams. My teachers and current institute can attest that I did not have any disciplinary issues during my time there. Your institute provides me the platform I need to move ahead about my academic goals and professional goals. I would be grateful if you could consider my request. Here’s hoping for a favorable reply from your end.

Thank You,

Yours’ truly,

Robert V