

# 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

Ms. Ursula Duran, Senior Associate Director  
School of Law  
Fordham University  
33 West 60<sup>th</sup> Street  
New York, NY 10023

Dear Ms. Duran:

This letter is to inform you that I have submitted an application for the 2013/2014 Mayor's Graduate Scholarship Program (MGSP). I am a New York City employee applying to your Master's in Public Administration graduate program for admission in the fall of 2013. 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)