**GRADUATE SCHOOL LETTER OF INTENT**

[MM/DD/YYYY]

[SENDER NAME]

[SENDER STREET ADDRESS]

[SENDER CITY, STATE, ZIP]

[RECIPIENT NAME], [RECIPIENT TITLE]

[INSTITUTION NAME]

[INSTITUTION STREET ADDRESS]

[INSTITUTION CITY, STATE, ZIP]

Dear [RECIPIENT NAME],

[INTRODUCE APPLICANT, SPECIFY PROGRAM OF INTEREST & EXPLAIN REASON FOR APPLYING].

[DESCRIBE RESEARCH/ACADEMIC INTERESTS, QUALIFICATIONS & ACHIEVEMENTS].

[COMMUNICATE PASSION, EXPRESS GRATITUDE & CONCLUDE LETTER].

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://esign.com/)

[Signature]

[APPLICANT PRINTED NAME]

[Print Name]