

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[University/Organization Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to [state the purpose clearly, e.g., join the basketball program, commit to the university, etc.]. After careful consideration, I have decided that [University/Organization Name] is the best fit for my academic and athletic aspirations.

[Insert a paragraph outlining your background, achievements, and reasons for choosing this opportunity. This may include your high school performance, personal values, and how this institution aligns with your goals.]

I am excited about the potential to contribute to [specific team, program, or department] and represent [University/Organization Name] to the best of my ability. I am committed to upholding the values and standards of your program and am eager to bring my skills to the team. Thank you for considering my intent. I look forward to the possibility of joining [University/Organization Name] and contributing to its rich tradition of excellence.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Desired Degree/Position, if applicable]