

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

[Date]
[Recipient's Name]
[Title]

Fort Valley State University
[Department/Office]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to [describe your intent, e.g., apply for admission, enroll in a specific program] at Fort Valley State University.

[Introduce yourself briefly, mention your background, and why you are interested in FVSU.]

I believe that [explain how FVSU aligns with your academic and professional goals].

[Include any relevant experiences, skills, or reasons that make you a strong candidate for consideration.]

Thank you for considering my intent. I look forward to the opportunity to [mention any follow-up actions or your excitement about the potential to join the university].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]