

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

Admissions Committee

[Institute Name]
[Institute Address]
[City, State, ZIP Code]

Dear Members of the Admissions Committee,

Subject: Intent Letter for Admission to [Program Name]

I am writing to express my intent to apply for the [specific program name, e.g., MBA] at [Institute Name] for the [year, e.g., 2024] academic year. With a strong background in [your field/industry] and a passion for [specific interest related to the program], I believe that this program aligns perfectly with my career goals and aspirations.

My academic journey began at [Your Undergraduate Institution], where I majored in [Your Major]. Following that, I took on [mention relevant work experience or internships, highlighting roles and skills]. These experiences have equipped me with the necessary skills in [mention key skills relevant to the program] and have fueled my desire to further develop my knowledge in this area.

I am particularly drawn to [specific aspects of the program, such as faculty, curriculum, extracurricular opportunities, etc.], which I believe will provide me with the tools and network needed to excel in my desired career path. My long-term goal is to [describe your career goal], and I am confident that [Institute Name] will play a crucial role in my journey toward achieving this objective.

Thank you for considering my application. I look forward to the opportunity to further discuss my candidacy and how I can contribute to the vibrant community at [Institute Name].

Sincerely,
[Your Name]