

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

[Recipient's Name]
[Recipient's Title]
[School's Name]
[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to enroll at [School's Name] for the upcoming [academic year/semester]. After thorough research and consideration, I have found that your institution aligns perfectly with my academic and personal goals.

[Insert a brief paragraph about your academic achievements, extracurricular activities, and reasons for choosing this school.]

I am particularly interested in [mention specific programs, opportunities, or values of the school that resonate with you]. I believe that my background in [your area of interest] will allow me to contribute positively to the [School's Name] community.

Please let me know if there are any additional documents or information required to formalize my intent. I look forward to joining the [School's Name] family and contributing to the vibrant community.

Thank you for considering my application. I am excited about the opportunity to further my education at [School's Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]