

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

Office of Admissions  
[University/Institution Name]  
[Office Address]  
[City, State, ZIP Code]

Dear Admissions Committee,

I am writing to express my intent to establish residency in West Virginia for the purpose of furthering my education at [University/Institution Name].

I have a strong desire to become an integral part of the West Virginia community and contribute positively to its growth. My family history in the region includes [briefly mention any connections to West Virginia, if any]. Additionally, I plan to [outline any plans that support your intent to establish residency, such as employment, community involvement, or local engagement].

I believe that living and studying in West Virginia will provide me with unique opportunities to immerse myself in the culture and values of the state while pursuing my academic goals in [mention your field of study]. Thank you for considering my application for residency status. I look forward to the opportunity to contribute to and grow within the West Virginia community.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]