

# SAMPLE LETTER OF INTENT to the school(s) of your choice

(Please do not use your Agency's letterhead)

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Return Address  
City, State and Zip Code

Date of Letter

Mr. John Harrison  
Office of Admissions  
Graduate School of Public Affairs  
Columbia University  
325 West 12<sup>th</sup> Street, Room 604  
New York, NY 10002

Dear Mr. Harrison:

This letter is to inform you that I have submitted an application for the 2009/10 Mayor's Graduate Scholarship Program (MGSP). I am a New York City employee applying to your Master's in Public Administration graduate program for admission in the fall of 2009. Please consider my applications for your graduate program and MGSP.

If there are any questions regarding my applications, please contact me at \_\_\_\_\_ during business hours or leave a message at my home number, \_\_\_\_\_.

Thank you for your time and consideration.

Sincerely,

Your Name

C: Mayor's Graduate Scholarship Program (submit along with your MGSP application)