

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

(Please do not use your Agency's letterhead)

Return Address
City, State and Zip Code

Date of Letter

Ms. Sarah Godwin, Director of Students Affairs
School of Public Affairs
Baruch College, CUNY
1 Bernard Baruch Way, Box D-0901
New York, NY 10010

Dear Ms. Godwin:

This letter is to inform you that I have submitted an application for the 2016/2017 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 2016. 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

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