**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*

Mr. John Harrison

Office of Admissions

Graduate School of Public Affairs

Columbia University

325 West 12" Street, Room 604

New York, NY 10002

Dear Mr. Harrison:

This letter is to inform you that I have submitted an application for the 2010/2011 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 2010. 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

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