

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 12th 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)