TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Nursing School Letter Of Intent

Dear **[NAME]**

**[INTRO SENTENCE, INTEREST IN NURSING + SPECIFIC PROGRAM]**

**[ACCOMPLISHMENTS, CHARACTER TRAITS, SKILLS, PREVIOUS EXPERIENCES AND PREPARATIONS]**

**[REASONS COMMITTEE SHOULD ACCEPT APPLICATION, THANK YOU FOR CONSIDERATION]**

**[SIGNATURE]**