**Sample** – School Position Letter of Intent to Return

Laura Jane  
619 Ascension Pass  
19124 Pinetree, Colorado

Date: Oct. 15, 2019

Administration Department, Hillbrook Highschool  
2 Hillbrook Street  
19123 Dover, Colorado

Dear Sir/Madam,

I, Laura Jane, am writing this Letter of Intent to notify the district that I am planning to return for the 2020-2021 school year in my current position as Special Needs Assistant.

Please contact me at (555) 461-2932 if you have any questions regarding this matter. I appreciate your time and consideration in reviewing this letter.

Sincerely,

[Signature]

Laura Jane