Letter of Intent

Dear (Employment Officer):

My Name is(---------------------------------), I am writing this letter to inform you of my intent to further my education/training needs to become more employable. I will be attending (name of educational institution) and I will be enrolled in the ------------- program, it is a (number of weeks) week program. This course would allow me to pursue a career in my chosen field and fill a need in the industry. I will graduate/finish with a (certificate or Diploma) upon completion.

Respectfully Submitted;

(your name here.)