**REQUIRED FORMAT FOR LETTER OF INTENT**

Date

Name

Address

City, Province (State)

Postal Code

Telephone Number

e-mail address

Concordia ID# (if known)

Dear Coordinator of Creative Writing,

*The letter must indicate the program option for which you are applying: Major, Minor, or admission to a single course. If you are applying for the Major, please state whether creative writing is your first, second, or third choice program.*

*Please also* [*read the full instructions*](https://www.concordia.ca/artsci/english/programs/undergraduate/creative-writing/creative-writing-ba/portfolio-letter-intent.html) *concerning the portfolio and letter of intent.*

Yours sincerely,

(your name)