

SAMPLE LETTER OF INTENT

Date \_\_\_\_\_

As of \_\_\_\_\_, it is my intent to continue at \_\_\_\_\_

School for the next academic year from \_\_\_\_\_ to \_\_\_\_\_

provided the principal renews my contract.

\_\_\_\_\_ I am content with my grade level/subject.

\_\_\_\_\_ I request a change of grade level/subjects.

\_\_\_\_\_ I am content with my grade level/subjects, but will change if necessary.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

Date Due: \_\_\_\_\_