

Susan Doe
1010 Any Street
Any City, VA 12345-0000

sdoe@radford.edu
540 831-0000

September 10, 2011

Dear Dr. Forrest:

I am applying for candidacy for the Masters of Science degree in Counseling and Human Development with a specialization in Clinical Mental Health or School Counseling. As of Spring semester 2011, I have completed 12 hours in the Counseling program with a 3.85 GPA. My progress in the program has been more than sufficient to meet the qualifications for candidacy.

Thank you for your consideration of this application.

Sincerely,

Susan Doe