**Sample School Position of Intent to Return**

Paul Courtney

872 North Street

762 Beverly Hills, California

24th April 2021,

Department of Administration, ABC Elementary School,

Mr. Rashid Abdul

673, Park View

89793 CA, California

Dear Mr. Abdul,

I, Paul Courtney, am writing this letter of intent to notify the school district that I am planning to return for the 2021-2022 school year in my current position as the Head Coach.

Please contact me at 000-872-972 if you have any questions regarding this matter. I appreciate your time and consideration in reviewing this letter.

Thank you,

Signature]

Paul Courtney