[Date]

**Study Plan (Full Name, UCI: XXXXXX [if available])**

Dear Officer,

**[Subheading]**

[Explanation]

**[Subheading]**

[Explanation]

Sincerely,

[Full name]

[Phone number]

[Email address]

[Mailing address]

***Disclaimer****: this is a guideline and is provided for sample purposes only. Please edit to suit your circumstances as necessary; be sure to only provide truthful and accurate information in your application.*

***Please delete this comment.***

*The University of British Columbia* ***-*** *International Student Advising**V1 - April 2019*