

The Letter of Intent Format

Your Street
Your City, PA Your Zip
Current Date

Project Coordinators: (Mrs. Baker or Mr. Brown)
Uniontown High School
146 E. Fayette Street
Uniontown, PA 15401

Dear (Coordinator):

(In paragraph 1, explain the following points in detail)

1. Describe what project you have chosen to do.
2. Explain any prior knowledge you have in this area.
3. Provide a detailed plan on how you plan to accomplish this task and complete your 100 hours.
4. Describe how this is a learning challenge for you.

(Copy this for paragraph 2)

I do understand that the penalty for plagiarizing any aspect of the senior project and/or cheating in any way will be an automatic failure for my senior project, which would also result in failure to graduate. I also understand that all deadlines must be met either on or before the specific date; missed deadlines will result in a grade reduction.

(In paragraph 3, thank the readers for considering your project.)

Sincerely,

(Sign your name here in black ink)

Type your name

* Notice that everything is LEFT justified and that paragraphs are not indented. Also, there are two spaces between paragraphs. This letter style is called block format.

***Note: The letter of intent will be read by the Project Coordinators to determine if your idea is an acceptable Senior Project. This letter will also be included in the final portfolio. After you write your letter of intent, your English teacher will give it to the project coordinators. They will approve or reject the letter and return it to you along with a checklist of other required items.*