

Template for Letter of Intent

Menno High School

123 Any St.
Anytown, SD 57000
April 30, 20--

(Your mailing address)

(Date)

Steering Committee for Senior Capstone Experience
Box 346
Menno, SD 57045

(School mailing address)

(Double space)

Dear Members of the Steering Committee:

The first paragraph of your letter should contain the general area of interest and your background, if any, in this area.

(Double space)

In the second paragraph, you need to describe the specific topic of your research paper. You might also explain if you have access to people you might interview regarding your research paper topic. You need to provide your proposed mentor's name and title/position.

(Double space)

The third paragraph of the letter should describe your proposed product and explain the relationship between your research paper and product. Explain how the research paper the product relate and/or support one another.

(Double space)

Sincerely,

(Quadruple space)

Your typed first and last name

Note: Do not forget to sign your name in cursive in black between your closing and your typed name.