

# The Senior Project Proposal Letter

Your Street address  
Your City, State Zip  
Today's Date (Spelled out)

Senior Project Committee  
School Street address  
School City, State Zip

This letter is formatted in Block Style. Keep it that way.  
Letters not written in this style DO NOT get accepted.

- Everything lines up at the left margin
- Double space between paragraphs/sections
- Paragraphs are not indented
- Four spaces between your closing (Sincerely,) and your typed name. This gives your room to sign your name.
- If your letter extends to a second page, adjust the margins to

Dear Senior Project Committee Member:

Describe your inspiration for choosing this topic. Use the answer to question 6 on your outline to help you. Look at the sample letter to see how it all fits together.

Start this paragraph by stating what your actual product will be. Use your answers from questions 1 and 4 on your outline to help you. Give some information about the steps you'll take. This will help the committee understand what you're proposing.

Start this paragraph by stating what your paper topic will be. Also address how your paper topic relates to your product.

Start this paragraph by stating how your project meets the two of the four required criteria. Also in this paragraph, state how this project will challenge you, how much time you estimate it will take and how much you estimate it will cost. See the sample letter for help.

In this paragraph, you need to show that you understand what plagiarism is, how you will avoid it, and that you understand the consequences.

Sincerely,

*Signature- you must sign your name in pen*

Your Name Typed

Follow this Format Exactly!