

# Letter of Intent Style Sheet 05.12.06

563 S. Main St.  
Kendallville, IN 46755  
June 12, 2006

**Heading**

Spaces of this size are double-spaced.

East Noble High School  
C/O (Name of Current English Teacher), English Teacher  
901 Garden St.  
Kendallville, IN 46755

**Inside Address**

Dear (Name of Current English Teacher):

**Salutation/Greeting**

Describe the general area of interest, (i.e., history, art, music, etc.) and why you chose this area. Also explain what you already know or have accomplished in this area.

Write a short paragraph that explains what you want to learn and why this is a learning stretch for you.

The underlined working thesis statement will be here.

Begin with a transitional sentence showing the relationship between your paper and your project. Then describe the physical portion of your project: what it will be, who is involved (mentor/mentors), what is the potential cost, how much time will be spent, and the possible resources to be used. If you are not certain of your physical project as of this point, indicate such.

Explain your understanding of plagiarism and the repercussions of such an act.

Sincerely,

**Closing**

**Signature Line**

Typed Student Name

**Signature Line**

Typed Parent Name

**Signature Line**

Typed Name of an EN Teacher

**Signature Line**

Typed Name of Junior English Teacher

**B  
o  
d  
y**

Four spaces are allowed for a signature to be written **above** the typed version of a person's name.

- Notes:**
- Signatures may be placed in two columns. (See example above.)
    - The four signatures only have to be secured **one time**. So, it is important that you save ALL of your copies leading up to the one that has been approved.
  - The letter may very well go on to a second page.
  - Use the punctuation as it is presented on this page.
  - Use no indentation.
  - **Always** save the letter on your school Neon account or on your home computer.
  - **Always** make a back-up hard copy letter for yourself.
  - When the letter is returned, it will be accompanied with further information.
  - If you have to redo the letter, please always attach all previous copies with the Letter of Intent YES Test.