

## Graduation Project Proposal Letter

After you have selected the topic (career) you have researched, the next step is to write a personal business letter to explain your tangible project. The letter will state the purpose and value of your project, and what you plan to do to complete your project.

your street address

city, state, zip code (all words spelled out)

date (hit enter 3 times)

Mrs. Judy Paich and Mr. Lou Ceccarelli, Graduation Project Coordinators

Aliquippa High School

100 Harding Avenue

Aliquippa, PA 15001 (hit enter twice)

Dear Mrs. Paich and Mr. Ceccarelli, (hit enter twice)

**Paragraph 1:** The first paragraph should state the purpose and value of your project. (hit enter twice)

**Paragraph 2:** Describe the project or performance you intend to create. Include the connection between your research paper and the tangible product. (hit enter twice)

**Paragraph 3:** State what you plan to do, a timeline for completion, materials that may be required, and how you plan to complete your project. (hit enter twice)

Sincerely, (hit enter 4 times)

*(sign your name in ink here)*

Your typed name (exactly as you sign it)

**Note: Use 1" to 1 1/2" side margins**

**Start Return Address 2" to 2 1/2" from top of paper**