

LETTER OF INTENT FOR SENIOR PROJECT

Using correct business format, write a letter of intent (a proposal letter) to your Senior Project English instructor. **The Letter of Intent's purpose is to introduce your Senior Project topic and physical project idea.** In this letter, though the organization is up to you, include the following information: 1) some information about yourself; 2) your topic of focus for both your research paper and your physical project; 3) your experience and interest in the topic area; 4) sources you hope to use and potential costs; and 5) a paragraph clearly indicating you understand the expected ethical behavior and the penalty for any violation.

Your letter should be well-written, thoughtful, in the proper format, and interesting to read. Before you begin brainstorming the content and organization of your letter, look at the example below; note how the required information was included.

SAMPLE LETTER OF INTENT

1234 Pine Avenue
Pebble Beach, California 93953

February 3, 2011

Mrs. Karinne Gordon
Pacific Grove High School
615 Sunset Drive
Pacific Grove, California 93950

Dear Mrs. Gordon:

I have chosen the area of interior design to study and research. Since I was young, my mother and I have watched Home and Garden Television together and read design and architectural books. Our favorite show, Divine Design, featured Canadian designer Candice Olsen who used a plethora of chic styles to suit her customers varying tastes. I have always loved to draw, paint, and take pictures, so interior design became another medium in which to express myself creatively. I took the liberty two years ago to sketch my room design and bring it to life.

In my research paper, I will discuss the history of interior design, the different classes or styles of interior design, what the interior design business entails today, and any other interesting topic-related information I come across. My resources will come mainly from design books, magazines, and articles, but I will use internet resources as well. However, I do plan to take a day trip to the diverse city of San Francisco to take pictures of architecture and find inspiration. My friend's sister took interior design classes in college, so I hope to interview her or any other student or established local interior designer.

For my physical project, I plan to draft and sketch a bedroom from my home (which we are currently remodeling) and virtually plan a design. I will make a board of sketches, use swatches of chosen fabric, and have pictures of the lighting and furniture I will use. I plan to also sketch and create three other rooms: a kitchen, bathroom, and closet/office space. I will use varying styles (i.e. modern, eclectic) for each room to demonstrate my knowledge of design.

I understand the importance of using my own words and the consequences of plagiarism. On presentation day, when I show my sketch boards to my audience and show them all the hard work I put into my project, I will know it was done by my own efforts. I cannot wait to receive an "A" on my project and graduate with the rest of my class May 27, 2011, with a smile on my face.

Sincerely,

Stellar Student