

LETTER OF INTENT FORMAT

Follow the guidelines below for a foolproof Letter of Intent!

- Single-space the letter itself BUT:
- Double-space after the “Date” after the salutation, between paragraphs, and between the last paragraph and closing (Yours Truly, Sincerely, Thank You, etc.) Four spaces between closing and typed full name.
- Do NOT indent paragraphs. This is a business format, not a personal letter format.
- Print the letter, sign the letter, and hand it to your advisor
- Await approval!

Sample Format Below

DATE HERE

To Whom It May Concern:

The body of the letter should be 2-3 paragraphs in length. You should follow the questions on the handout titled “Service Hours Letter of Intent” to guide you with this letter. For example, the first paragraph may explain where you are planning to do your summer hours, who will supervise and mentor your work, what activities you will be doing there, and why you have chosen this area of focus.

Once you have explained that, perhaps the second paragraph could discuss the impact you hope your hours will have on your future and your community. Here you could also thank the advisors for considering your service hour’s request.

Yours Truly,

LEAVE FOUR SPACES HERE FOR YOUR SIGNATURE

TYPE YOUR FULL NAME HERE

INCLUDE YOUR EMAIL ADDRESS FOR FURTHER CONTACT

SERVICE HOURS LETTER OF INTENT

Due by June 1 for any summer community service work.

This letter of intent is to inform RHS staff of your community service plans for your High School and Beyond Plan. All hours must be pre-approved by the board. Please answer the following questions. **Upon completion of answering the questions, please type up a letter.** It should be two to three paragraphs in length and give a clear, concise explanation of intentions for the project. Staff will approve, with signature, on the letter for approval.

The service hours in your senior year should be based on something that you are interested in and passionate about. It will make the experience much more enjoyable. You will experience more growth and others will have a greater benefit when it is fueled by your personal interests.

The focus of my service hours will be based on:

- ☐ My career interest: _____
- ☐ My personal interest or hobby: _____
- ☐ A topic covered in class, and which class?: _____
- ☐ An area that I want to learn more about: _____

Why have you chosen this focus?

How will your service hours influence your future?

Where will you do your hours over the summer?

When will your hours be performed?

Who will serve as your mentor?

What activities will you be doing for your senior community service hours?