

## LETTER OF INTENT FOR SENIOR PROJECT

Using correct business format, write a letter of intent (a proposal letter) to your Senior Project Coordinator. **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 on the next page; note how the required information was included.

February 3, 2011     2 inches from top with date spelled out

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Mrs. Sandy Nightingale  
White Lake High School  
615 Sunset Drive  
Pacific Grove, California 93950

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Dear Mrs. Nightingale:

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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.

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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.

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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.

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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.

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Sincerely,

(3 blank lines) – Sign your name in this space.

Stellar Student