



Carteret County Schools Graduation Project **LETTER OF INTENT FORMAT**

Click on File, Page Setup, Margins
Make your top, bottom, left, and right margins 1" each
Type in 12 point, Times New Roman Font

Street Address
City, State(All words are spelled out.), Zip code
Date (month spelled out) (Hit enter four times.)

Graduation Project Advisory Committee
School Name
School Street Address
City, State(spelled out), Zip code (Hit enter twice.)

Dear Advisory Committee Members: (Hit enter twice.)

Paragraph 1: Give an introduction to the topic of research you have chosen.
Explain the reason you have chosen this topic and the knowledge you have of
the area.
(Hit enter twice.)

Paragraph 2: Explain what you specifically intend to study about your topic and the learning
stretch involved (a narrowed focus) and what methods of research you will
use.
(Hit enter twice.)

Paragraph 3: Describe the product or performance you intend to create.
(Hit enter twice.)

Paragraph 4: State that you understand the definition of plagiarism and its consequences and that
you do not intend to plagiarize.
(Hit enter twice.)

Sincerely, (Hit enter four times.)

Your typed name (exactly as you sign it above)