Month Day, Year

Graduation Project Advisory Committee  
Wilkes Early College High School  
1328 S. Collegiate Drive, #800  
Wilkesboro, NC 28697

Dear Advisory Committee Members:

I am writing to request approval of my graduation project idea. For my project, I would like to (what you plan: in detail. Make sure you go through the what, where, and how). Explain why you chose this project. What experience do you have in the area? How will this project challenge you?

What product do you intend to complete? This may be part of your overall project, or something additional (a reflection journal, a brochure, a scrapbook, artwork, etc.). Explain your research paper topic and how it relates to your project. Make sure you make it clear what you are arguing.

In this paragraph, talk about who your mentor is/might be and how you chose that person. What experience do they have? How do you anticipate that they might help you? What are you going to do to get your fifteen hours? Do you anticipate spending more time than that? If so, state that here.

Explain how your project will demonstrate your global readiness and 21st Century skills (like entrepreneurship, self-enrichment, job shadowing/career explorations, volunteerism, physical product, etc.). What will you learn through the completion of this project? How will you grow? How will the project and the skills you gain benefit you? Benefit society? Benefit your future self?

Sincerely,

(THIS IS WHERE YOU SIGN YOUR LETTER IN PEN)

FirstName LastName