***Capstone Proposal Letter—1st Draft***

200 pts

**DUE: Fri. Sept. 18th e-mailed**

**Instructions:**

1. Read your Capstone Manual pgs. 2-3 and 10.
2. Check out the link at the website where I scanned in some sample letters from last year. Some are good and some are not. Just so you can see.
3. Compose the first draft of your letter. The format is important.
4. You will e-mail this draft to me by the end of class. You are to use your best and most professional English in your writing. I know this is only a 1st draft but write thoughtfully and carefully. If you just toss something together at the last minute it is evident and your grade will reflect your effort or lack of.

This is a 200 pts. grade.