280 Huyshope Avenue

Hartford, CT 06016

September 18, 2015

Mrs. Amy Boutilier

Sport and Medical Sciences Academy

280 Huyshope Avenue

Hartford, CT 06106

Dear Mrs. Boutilier:

In the first paragraph you should say what your project is about. You should be writing about the who, what, where, why and when. Include the fine details about your project and how you will go about accomplishing your project. Lastly, you should include WHY you are doing your project. Be personal as to why you want to spend the entire year doing this project, what is your connection to the project.

In paragraph two you are going to be identifying your research question and how it is going to relate to your project. Your research question must be bolded. **My essential research question is, it must appear in bold like this example.** Your research question must be specific and not too general. It must be a question that can be answered within your research paper. Lastly, you are going to tell us what types of artifacts you will be collecting in order to show documentation of this project. Examples of artifacts are pictures, donations, emails, phone calls, lesson plans, or any other means of documentation for this project.

In paragraph three you are going to identify who your mentor is. Your mentor must be identified and know who you are. You must formally ask your mentor to be YOUR mentor. Also, you must identify why your mentor is appropriate for this project and how they will be helping you with this project. In addition to your mentor, you must identify someone who will be helping you with any component of the project. The last topic you will talk about in this paragraph is going to be identifying your learning stretch. What is your learning stretch going to be?

Sincerely yours,

Erik McKay