

## Sample Letter to Judges

Top margin 2.5 inches, all other margins 1 inch

Your street address

Your city, state ZIP

Date (format should spell out name of the month: example April 10, 2005)

(4 enters)

Dear Judge

(2 enters)

Paragraph 1 – Thank them for agreeing to be a judge for your senior project. Tell them when and where the presentation will take place. Add a sentence showing your excitement to be able to present your senior project to them.

(2 enters)

Paragraph 2 – Tell a few things about yourself—what you like to do, what you are involved in here at school, what your future plans are.

(2 enters)

Paragraph 3 – Tell them a bit about your project—what it is and why you chose the project you did.

(2 enters)

Paragraph 4 – Thank them again and that you look forward to them participating in your senior project presentation.

(2 enters)

Sincerely

(4 enters. After letter is printed you will sign your name in this space)

Your name