

SAMPLE LETTER of INTENT

101 Senior Drive
Erie, PA 16509
September 5, 2002

Your address

Date

Use 1" margins
all around

Mr. Josh Bischof
Northwest PA Collegiate Academy
2825 State Street
Erie, PA 16508

English teacher and
school address

Dear Mr. Bischof:

For as long as I can remember, I have been interested in woodworking, specifically the design and manufacture of home furnishings like chairs and tables. I have virtually no experience in this area, aside from making a cutting board and a mailbox for my grandmother five years ago in middle school wood shop class; so I would be learning almost from scratch.

Describe your general area of interest and explain why you chose this topic. State your level of expertise in this area

I plan to build two Adirondack chairs with footstools and a matching small table. I recently purchased a table saw for my shop, so I will be able to work at home during the winter, after school, and on weekends. I haven't priced wood recently, and I'm not sure yet what wood I will use, but I expect this project to cost about \$100 for the wood, sandpaper, screws, and paint. I'm not sure how long the entire project will take, but I expect to spend three to four weeks on it, working several hours at a time, two to three days a week. Given my lack of previous woodworking experience, completing two chairs with footstools and a table will be quite a challenge and certainly a stretch of my current abilities.

State your product plans

To help me settle on the exact design of the chairs and table, I will research the history and evolution of Adirondack furniture. Using both woodworking and historical sources, I hope to find the origin of this distinctly American design and some of the reasons Adirondack furnishings have remained so popular through the years.

Connect your research to your product

I have already asked Ron Sterni, a former shop teacher and cabinetmaker living in Erie, to be a shadow. He is used to working with both beginning and advanced students, and he has been building beautiful cabinets and furniture for over 35 years.

State your plans for a shadow

Sincerely,

Closing

Jane Smith

Signature

Jane Smith