

Your First & Last Name
Your School
C/O Teacher
Street Address, City, State, Zip

SPACE

Today's Date <day month year>

SPACE

<Their Name>

<Street Address>

<City>, CA <zip>

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Dear <Their Name>,

SPACE

Paragraph 1: Summary of the Ability Project and why you chose what you did.

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Paragraph 2: What you learned from them.

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Paragraph 3: How this project has affected you and a final thank you.

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Warmest regards (or some other kind of way to "sign off" a letter),

SPACE

SPACE

SPACE

Your First & Last Name

You signature IN PEN here.

Font must be legible.

Cc: Teacher, Teacher Title

CLOSINGS:

- All best wishes,
- All best, always,
- Be well,
- BEST regards,
- BEST wishes,
- Cordially,
- Enthusiastically,
- Good wishes, always,
- Goodbye,
- Grace and peace,
- Health & Happiness,
- Kind regards,
- Kind thoughts,
- Looking forward to seeing you again,
- Many thanks,
- Most sincerely,
- Sincerely,
- Take good care,
- Thank you,
- Thank you for your kindness and consideration,
- Truly,
- Warm regards,
- Wishing you the best,
- With kindest personal regards,
- With gratitude,
- With all best wishes,
- With all good wishes,

ABILITY PROJECT WRITING SAMPLE

Proofread: It is imperative to proofread your letter to ensure it is free of grammatical and spelling errors. The letter is sent with good intent but it should show that you have put effort into writing the letter. If the letter has spelling errors it suggests it was rushed and written carelessly.