**Cover Letter (Business Letter) Template**

123 Winston Road **Letter writer’s address**   
Eureka, KS 67045

March 16, 2018 **Date the letter is written**

Senior Exit Project Committee  
815 N. Jefferson **Address the letter to here**  
Eureka, KS 67045

Dear Senior Exit Project Committee:

Begin with a friendly, but formal opening, then transition into why you are ready to graduate, which is the purpose of your letter. Use one or two sentences to explain the purpose, but do not go into detail until the next paragraph.

Beginning with the second paragraph, discuss in more detail why you feel you are ready to graduate by outlining your strengths using specific details. Be sure to tie those back to what you have learned in the classroom.

In the third paragraph, demonstrate your abilities with specific examples. Be sure to tie those abilities back to what you have learned in the classroom. Note: In some cases paragraphs two and three may be combined into a single paragraph more developed paragraph.

In the fourth paragraph, explain your immediate plans for the future, briefly restate the purpose of your letter (why you are ready to graduate), and close by thanking the SEP committee for their time.

Sincerely,

Student signature (Sign your full name in standard blue or black ink AFTER printing)

Student’s Typed Name

**Good Rule of Thumb**: Now is the time for each of you to start including your middle initial in your name and especially in your signature, as in my name Sheila E. Koup.

**Note:** Template available online for download at https://www.usd389.net/ 🡪 Parents & Students 🡪 Senior Exit Project

*Revised August 2017*