

February 3, 2016

**Commented [TP1]:** Times New Roman .12 Point. 1 inch margins. Single space except between components. Due date and two blank spaces after.

100 Nowhere Dr.  
Arden, NC 28704

**Commented [TP2]:** Your address (do not include your name).

TCRHS Graduation Project Board  
250 Overlook Rd.  
Asheville, NC 28803

**Commented [TP3]:** School address, exactly as it appears.

Dear Advisory Board:

**Commented [TP4]:** Salutation with colon. Not comma.

For my Graduation Project I would like to learn how to shoe horses. I have ridden horses for some time now and have to pay a professional farrier every eight weeks to shoe my horses, which can get expensive. I would like to use this project to learn to shoe my own horses so that I can save money in the future.

**Commented [TP5]:** Par 1: Provide background knowledge in topic and what you hope to learn or how you expect to grow by exploring the chosen topic.

For my research paper I will explore the anatomy of the horse hoof and the benefits of shoeing versus not shoeing horses. I will also research the different types of shoes needed for different horses and their activities. My resources will include books, periodicals, the internet, and an interview with a professional farrier.

**Commented [TP6]:** Par 2: Describe what your research paper will be about. List approximate 5 specific, researchable subtopics you will research and write about. List the resources you will use, the same as those listed here.

For my practical experience I will shadow my farrier, Ben Clark from Panther Creek Farrier Service, as he works around Buncombe and Haywood Counties. He will also teach me the basics of shoeing and guide me in shoeing my own horse. This will not cost me anything because Mr. Clark has said that I can use his tools and shoes. I will spend at least 15 hours learning this and practicing. To document my hours I will use my time log and pictures. I know this could be risky working around such big animals, so I will provide a liability waiver.

**Commented [TP7]:** Par 3: Include the following information about your practical experience: exactly what you will do, where it will be done, who your mentor will be and how your mentor will help you, how many hours you plan to spend, acknowledgment or liability or cost risks.

I understand that plagiarism is unethical and to avoid failing my project, I will use MLA citations.

**Commented [TP8]:** Explain your understanding of Buncombe County plagiarism policies. (Do not copy the sample, which would be plagiarism.)

Sincerely,

Tristen Plemmons

**Commented [TP9]:** Closing: Leave four blank lines for your signature.

Attachments: Mentor/Parent Consent

**Commented [TP10]:** List all attachments to this letter, consent and, for those who require them, liability and/or cost waivers.