

Dear Pak/Ibu -----,

Thank you for agreeing to be my supervisor for the MYP Personal Project. Please allow me to introduce myself. My name is _____ and I am a student in 10A,10B, 10C, 10D.

As you know my learning goal for my personal project is _____. To demonstrate my learning I decided that my product goal is_____.

At your convenience, I would like to set up a time to meet with you when you are available. Please let me know if the following times would be suitable for you: (offer 3 options - check Google Calendar)

1. Monday after school
2. Tuesday during break
3. Wednesday before school

Kindly let me know your availability and where you would like to meet.

Thank you again and I look forward to working with you.

Kind regards/Warm regards/Sincerely, Cordially,

Sue Menand