

SAMPLE

(Letter must be on Contributor's letterhead)

[Date]

Jennifer Easley
Director
Sponsored Programs Administration
Mississippi State University
449 Hardy Road, 133 Etheredge Hall
Mississippi State, MS 39759

Re: Cost share commitment for [Project Title]; Dr. [MSU PI]

Dear [];

After reviewing the above referenced grant proposal, we are very happy to offer our support in the form of [list effort, funds, equipment, etc being provided]. I understand that we will provide [explain list from above] at no cost to this project or your institution.

I also understand that for audit tracking we will be responsible for providing certification, showing the [list from above] expended towards this project to:

[MSU PI Name]
[MSU PI Address/Email]

I am very confident in the merits of the proposed research. I look forward to working with you on this auspicious project.

Very truly yours,

[Name/Title]
[Address]
[Address]
[Phone]

Cc: [MSU PI]