Dear __________:

Michigan Technological University has been awarded a ____________________ from the ________________ for the above referenced project. The proposal included an in-kind commitment from _____________________ in the amount of $___________ for the project for ____________________. Please confirm your agreement to this in-kind contribution by obtaining an authorized signature on this letter and returning it to me as soon as possible. ____________________ can not begin this project until all in-kind commitments have been confirmed.

Once commitments are confirmed and the project has begun, it will be necessary for Michigan Tech to document all project expenditures, including your in-kind contribution. The start date of the above referenced project is ____________ and all expenditure documentation related to your contribution should be sent to ____________________ as activities occur. Please follow the sample format that is attached when documenting expenditures. If you have any questions, please contact me at (906) 487-2225.

Sincerely,

Confirmed by:

Name: ________________

Title: ________________

Date: ________________

Lisa Jukkala
Grants Analyst

Cc: __________

Enclosure

(01/02)