May 24, 2019

To: Dr. John Smith

 Associate Professor

 Address 1

 Address 2

 College Station, TX 77843

 email@tamu.edu

RE: Cost Sharing Support (non-federal dollars) For “ENTER PROJECT TITLE” in response to <FOA and Funding Agency Name>.

Dear Dr. John Smith:

The INSERT DONOR ORGANIZATION NAME is participating in the proposal “ADD PROJECT TITLE” being submitted by Texas A&M AgriLife Research. Our role in the project will be ADD FURTHER INFO.

To support our activities within the project, we will provide $XXXX in cost sharing during the grant period of XXXXX to XXXXX. The proposed cost share is XXX (indicate if this is cash or in-kind services or property). <Provide as much breakdown/description as possible either in narrative or table format, and broken down by year with dollar amounts.>

|  |  |  |  |
| --- | --- | --- | --- |
|   | Budget Period 1 | Budget Period 2 | Total |
| Personnel |  |  |  |
| Fringe |  |  |  |
| Travel |  |  |  |
| Materials & Supplies |  |  |  |
| Indirect Cost |  |  |  |
| Total |  |  |  |

We enthusiastically endorse this proposal and look forward to working with you should this proposal be funded.

Yours sincerely,

Authorized Organizational Representative

Name

Title

Donor Organization

Phone