

Date

RE: Michigan Technological University project entitled
A _____ @, directed by _____

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)