**MUST BE ON LETTERHEAD**

**Date**

RE: Award# \_\_\_\_\_\_\_\_\_\_\_\_

**Wilbur Wildcat,** Director

ABC Department

The University of Arizona

123 University Blvd

Tucson, AZ 85719

Dear Mr. Wildcat,

During the period **MONTH/DAY/YEAR** through **MONTH/DAY/YEAR** **PARTNER INSTITUTION** has made contributions to the **PROJECT TITLE** award under **UA PI** referenced above. Our contributions supported the following activities in furtherance of the project objectives:

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The resources used to support these activities consisted of the following expenses funded from non-federal sources and provided here as documentation for cost-sharing (details available upon request for no less than 3 years from the end of the funding agreement). These contributions are valued at the actual costs to our organization.

Salaries & Wages (please detail – # hours, rate of pay) $

Fringe Benefits (if applicable) $

Supplies & Materials (please detail – items contributed, unit price) $

Other Costs (please detail) $

**Total $**

These expenses have not been used as cost-sharing for any other program or sponsor.

Sincerely

RESPONSIBLE PERSON FROM PARTNER INSTITUTION