**ON LETTERHEAD**

**DATE**

**Wilbur Wildcat,** Director

ABC Department

The University of Arizona

123 University Blvd

Tucson, AZ 85719

Re: Cost Share commitment for **PROJECT TITLE** under **UA PI** at the University of Arizona

Mr. Wildcat,

**PARTNER INSTITUTION** is pleased to partner with the University of Arizona’s **DEPARTMENT/CENTER** on the **SPONSOR** **OPPORTUNITY** project under **UA PI** entitled **TITLE.** In support of this project **PARTNER INSTITUTION** will provide the following at no cost to the project or your institution:

* Provide specific details and cost bases of cost-shared items

**The total dollar value of the contributed items/services is $X.**

**Statement of how the contribution will benefit the award/project**

We understand that for audit purposes, we will be responsible for providing verification/certification of the specified contributions in accordance with Federal Uniform Guidance policies (Title 2 → Subtitle A → Chapter II → Part 200 → Subpart D → [§200.306](https://www.ecfr.gov/cgi-bin/text-idx?SID=c1d6fc6998edbbc3c2afcaf00e51a06f&mc=true&node=se2.1.200_1306&rgn=div8)). A sample/draft certification letter has been provided to us.

Any questions regarding this agreement may be directed to:

**POINT OF CONTACT NAME**

**ADDRESS/PHONE/EMAIL**

Sincerely,

**RESPONSIBLE PERSON FROM PARTNER INSTITUTION**