**Letterhead**

**SAMPLE ITRS INDUSTRY PARTNER LETTER**

**In-Kind and In-Cash Support**

**(Note: This letter is a sample only. Individual letters should be prepared and tailored for the individual needs of each project.)**

August 7, 2024

Dr. XX

Job Position

Department of XX

College of XX

Louisiana State University

Baton Rouge, LA 70803

Re: Letter of Support for Board of Regents Industrial Ties Research Subprogram

Dear Dr. XX:

I am writing this letter in strong support of your Louisiana Board of Regents (BOR) Industrial Ties Research Subprogram proposal titled *"Project Title"*. *{add a brief introduction of the industry partner}*. I believe that your proposed program is well conceived and will create valuable research.

Your project aligns well with our mission to *{add mission description}*.

Should the project be selected for funding, we will provide a total match of *$XX* which includes an in-cash match of *$XX* per year totaling *$XX* and an in-kind match valued at *$XX* per year totaling *$XX* . The In-kind match shall be provided as follows: *{provide breakdown of the in-kind match. For example: XX hours/yr of an engineer’s time at $XX/hr totaling $XX/yr}*.

We agree to provide the in-cash match, payable to LSU, at the beginning of each budget period under the BoR contract. The in-kind match will be provided over a *{one year, two-year, or three-year, as appropriate}* period beginning 06/01/2025. For documentation of the in-kind match, we agree to provide quarterly invoices to LSU showing the value of the match and reflecting no cost to the University.

For multi-year match support, we acknowledge the Louisiana Board of Regents' requirement that documentation be provided each year reconfirming the match commitment.

Sincerely

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Industry Partner Authorized Representative Signature