**Letterhead**

**SAMPLE ITRS INDUSTRY PARTNER LETTER**

**In-Kind 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 an in-kind match valued at *$XX* per year totaling *$XX*. We agree to provide the match over a *one-year, two-year, three-year, as appropriate* period beginning 06/01/2025 and will provide documentation of the match through quarterly invoices to LSU showing the value of the match and reflecting no cost to the University. Details regarding the valuation of the in-kind match are provided below.

Based on our experience with similar projects, the in-kind support by our company will include *{include the breakdown of the in-kind match. For example: XX hours/yr of an engineer’s time at $XX/hr totaling $XX/yr}.*

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