**Cost Share 3rd Party Commitment Letter Template**

3rd Party Letterhead

Date

Name of PI

This letter is to confirm the Cost Share commitment of <*name of contributor*> to support the <*name or number of benefitting award*> funded by the <*name of benefitting award sponsor*>.

The Cost Share commitment will be in the form of <*describe the item or services to be contributed*>. This contribution will be provided during the period between <*start date*> and <*end date*>.

*If contribution is dollar based:* The dollar value, including any applicable indirect costs, of the contribution is estimated to be <*dollar value*>.

*If contribution is effort based:* The amount of effort provided by the named individuals is estimated to be *x*%

Resources used to provide this Cost Share contribution will not come from any federal funding and will not be used to meet any other Cost Share commitment.

Signature of 3rd Party Official