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

3rd Party Letterhead

Date

Name of PI

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

The Cost Share contributions have been in the form of <*describe the item or services to be contributed*>. This contribution has been 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 <*dollar value*>.

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

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

Signature of 3rd Party Official