

[Insert Date]

[Company letterhead or name and
address of individual or organization]

RE: Award #LG-05-14-0102-14

Michael Crandall
UW Information School
Box 352840
Mary Gates Hall, Ste 370
Seattle, WA 98195-2840

Dear Mr. Crandall,

During the period [insert date] through [insert date], [insert organization or consultant name] has made contributions to the Institute of Museum and Library Services (IMLS) award noted above. Our contributions supported the following activities in furtherance of the project objectives:

- A.
- B.
- C.

The resources used to support these activities consisted of the following expenses funded from non-federal sources and provided here as documentation for cost sharing. (Details available upon request for no less than 3 years from the end of the funding agreement.) These contributions are valued at the actual costs to our organization.

Salaries & wages	\$
Fringe Benefits	\$
Supplies & materials	\$
Travel	\$
Other costs	\$
Total	\$

These expenses have not been used as cost sharing for any other program or sponsor.

Sincerely,

[Name]
[Title]
[Organization]

Accepted: _____ Date: _____
Michael Crandall, UW, PI
UW budget #62-8412