Shandra S. White  
Executive Director

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Re: [Project Title]

Dear Ms. White:

[Institution name] is pleased to participate in the application for the above referenced grant being submitted by Northwestern University to the [program/sponsor name]. [Institution name] is prepared to enter into a formal [subcontract/consortium] agreement to conduct the research described in the attached statement of work.

The budget for this project, totaling [$$$], has been approved by [Institution name]. [PI name] will serve as Principal Investigator.

Should you have any questions of an administrative nature, please contact [name/contact information].

[Signature of authorized institutional official]