



Name and title or occupation of the recipient must be included on the letter.

Name  
Title

Date:

Point of Contact  
Title  
Address

Include a statement that clearly indicates the contribution or donation is made "on behalf of" your UC organization.

Clearly indicate the amount of the sponsorship or donation.

Dear XXXX:

On behalf of the UCI School of XXXX, we are delighted to make a donation to the XXXX Foundation in the amount of \$XXXX USD for XXXX.

The XXXX Foundation provides fellowships for UCI doctoral students in STEM fields, which includes students in the UCI School XXXX. The missions of the XXXX Foundation and UCI School of XXXX align well to boost leadership and promote advancement in research development. Engagement with the XXXX Foundation contributes to our campus strategic plan to increase doctoral student enrollment, support degree completion and prepare scientists to enter the workforce.

We look forward to continued collaboration with XXXX Foundation in support of our talented science scholars.

Sincerely,

Include a business justification describing how the University of California will benefit from making the contribution or donation.

Name  
Title  
Department/School  
Address  
Address  
Office Phone  
Email

Transmittal letter to the vendor should be on University or UCI Medical Center letterhead.



School/Department Name  
Address  
City, State, Zip

(949) 824-0000  
(949) 824-0000 (FAX)  
name@uci.edu

[www.uci.edu](http://www.uci.edu)