**[Company Letterhead]**

**[Date]**

**[Professor]**

**[University Unit/Department]**

**Dear Professor:**

**[Company Name] is pleased to support your research by making an irrevocable gift to The University of Illinois Foundation of: [characterize amount/nature of gift]. Our intent is that you use this gift at your discretion for continued research in the field of: [state the field of research].**

**We understand that, upon our request, you will furnish us a brief report describing how the gift was used toward progress in your field. You also will acknowledge our support in any publications that result from research funded by this gift.**

**We acknowledge that no agreements have been made concerning this gift.**

**Sincerely,**

**Company Representative**