

DONOR LETTERHEAD

(Date)

UCSD Gift Administration
9500 Gilman Drive, 0940
La Jolla, CA 92093-0940

Dear UCSD (or Researcher/Professor Name):

(Company Name) wishes to make a gift to provide support to the University of California, San Diego (UCSD) for the benefit of the _____ Department at UCSD. The funds are expendable at the discretion of (Researcher or Professor) for the purpose of _____

If for any reason (Researcher or Professor) decides to leave UCSD, then another qualified UCSD professional, performing the same type of research as (Researcher or Professor), will be given access to any remaining gift funds for expenditure for the same purpose identified above.

I understand that UCSD will provide (Company Name) with a gift receipt and letter acknowledging this gift, in accordance with IRS charitable donation regulations, and that UCSD will deduct a 4% administrative fee from the gift.

Sincerely,

(President, Company Name)