(Letter must be on Contributor’s letterhead)

[insert date]

[insert authorizing official name]

[insert authorizing official title]

[insert street address]

[insert city, state, zip]

RE: Cost Share Commitment for [insert project title]

Attn:

[insert company name] is pleased to submit our proposal to the United States Advanced Battery Consortium, LLC (USABC) proposal entitled “[insert proposal name],” as a subrecipient under the U.S. Department of Energy federal assistance award No.DE-EE0011268.

If selected, [insert company name], is committed to the success of the proposed subrecipient project and will provide the appropriate personnel and resources to ensure proper project scoping and requirements, guidance, project management and execution. In support of this project, [insert company name] will cost share [enter percent%] of total allowable budgeted costs incurred under the project.

[insert company name] looks forward to working with USABC on this exciting project. [insert Company name], understands that our performance and pledged contribution under this proposed project is subject to the successful negotiation and execution of a subrecipient agreement with USABC LLC.

[insert Salutation],

[insert Signature Block]