**SAMPLE LETTER OF COLLABORATION**

*NOTE: This letter is a sample only. Individual letters should be prepared and tailored for the individual needs of each project.*

December 23, 2024

*Insert name and address of Lead PI*

RE: XXXXXX

Dear Dr. xxxxxx:

California State University, Sacramento hereby expresses its commitment to collaborate with xxxxx on a proposal to the xxxxxxxx’s program entitled, “xxxxxxxx.” The Sacramento State portion of the project as described in the attached scope of work will be conducted under the primary direction of Dr. xxxxx, Professor of xxxxxxx. The amount requested for activities undertaken by Sacramento State is $xxxxx over xxxx years. Please see the attached budget and budget justification for a detailed explanation of costs.

In the event the above referenced proposal is funded, University Enterprises, Inc., doing business as Sacramento State Sponsored Research (EIN 94-1337638, Unique Entity ID# N58JMBDDUGU7), a non-profit campus auxiliary of California State University, Sacramento, will administer the funds as is standard practice.

We look forward to a rewarding and productive research effort. If you have any questions or need further information, please contact my office at [research@csus.edu](mailto:research@csus.edu).

Sincerely,

Lisa Hammersley

Associate Vice President (interim), Research, Innovation, and Economic Development

Cc: PI