Date

Name (XXX) and address of researcher

Dear XXX:

Please find enclosed a check for $XXXX (made payable to the Agricultural Research Foundation) for general support of your program activities in the area of YYY (food safety, pesticide evaluation, sensory assessment of cheeses, etc.). We are aware that more information about gifts, such as ours, is available at the ARF website. We are pleased to provide these funds in support of your program and look forward to future cooperative efforts.

Sincerely,

Signature

Printed name and title, if applicable, of company representative, non-profit executive, agency head, individual