*(insert date here)*

Maine Technology Institute

8 Venture Avenue

Brunswick Landing

Brunswick, ME 04011

Dear MTI President,

This letter represents a commitment by *(insert company name)* to provide $*(insert total cash + in-kind amount)* in matching support for a Development Loan project entitled “(*insert project title)*”. The support is provided from (*insert project start date*) to (*insert project end date*).

Of this support, $*(insert amount)* is committed as direct cash by (*insert cash contributors name*) to carry out its work on this project.

We are providing other in-kind support valued at $(*insert amount)*, which includes use of company equipment, materials, and other services devoted to the project.

For determining minimum cash match required, our company was founded in (*insert year)* and has *(enter number)* full-time equivalent employees. (*insert name and title of company representative)* will serve as the company’s contact person.

Sincerely,

*(please sign)*

*(insert name of company officer)*

*(insert title of company officer)*