

(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)