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Arizona State University

Office of Research and Sponsored Projects

PO Box 876011

Tempe, Arizona 85287-6011

**Subject:** Insert Consultant Name proposal no. Insert Proposal #; Insert PI last Name

This letter confirms the participation of \_\_\_\_\_\_\_\_\_\_\_, as consultant, in a proposal entitled, “Insert Project Title” led by Arizona State University to Insert Prime Sponsor Name and Solicitation Number.

Insert Consultant Name confirms participation as identified below and in the proposal:

Fully burdened rate per hour:

Total number of hours:

Total consultant’s cost:

Period of performance:

Brief description of service:

Insert Name of Consultant is pleased to be part of this exciting project and is prepared to enter into the necessary agreement(s) consistent with the prime award should this proposal be funded. Consultant Name’s Federal Employer Identification Number is Insert Number. Any award resulting from this proposal should reflect the recipient as “Insert Consultant’s Legal Name.”

For questions, please contact me at Insert Consultant’s Email Address and/or Insert PI Phone Number.

Sincerely,

Insert Official Name