[Foundation]

[Street Address]

[City, State ZIP Code]

[Date]

*[Insert appropriate address/salutation option.]*

[Foundation] wishes to provide charitable support to the University of California San Diego (“UC San Diego”). Accordingly, [Foundation] is pleased to advise you of its intention to provide [Amount] to [the UC San Diego Foundation **OR** The Regents of the University of California] in support of the fully expendable fund entitled [**Fund Name (Fund Number)**] (“Fund”).

*[Insert appropriate intention schedule option.]*

[Foundation] understands that the Fund will be expended for its intended purposes, under the direction of the [Title/Position of principal investigator **OR** principal investigator, currently Name,] and with oversight from the assigned UC San Diego business officer and campus leadership, in accordance with all applicable University of California and UC San Diego policies and procedures.

[Foundation] is proud to provide this support to UC San Diego and the important work of [Department/Program/Principal Investigator].

Sincerely,

[Representative Name]

[Title, Foundation]

*[If gift is ≥ $1,000,000, insert the following:]*

**Accepted by:**

Pradeep K. Khosla Date

Chancellor, University of California San Diego

President, UC San Diego Foundation

*[If gift is > $250,000 and < $1,000,000, insert the following:]*

**Accepted by:**

Ann Spira Date

Vice Chancellor for Advancement, UC San Diego

Executive Vice President, UC San Diego Foundation