[Month DD, YYYY]

**Dr. Michael R. Moreno**

Director, Biomechanical Environments Laboratories

Assistant Professor, Department of Mechanical Engineering

c/o Texas Engineering Experiment Station (TEES)

3470 TAMU

College Station, Texas 77843-3577

Dear Dr. Moreno:

[YOUR COMPANY] is pleased to provide the following equipment gift valued at **$[total value]** to the Texas Engineering Experiment Station (TEES) in support of the prosthetics research in the Biomechanical Environments Laboratories under the direction of Dr. Michael R. Moreno. Specifically, this donation will support research including but not limited to the development of prosthetics designed for resource limited environments. Dr. Moreno has provided no remuneration in any form; no goods or services were provided by TEES in exchange for this gift. [personal note, if desired]

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| **QTY** | **Part No.** | **Description** | **Value** |
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|  |  | **TOTAL** | **$ XX.XX** |

Sincerely,

[your signature]

[your name]

[your title & company role]

[your company]

[company address]

Email: [your email]

Phone: [your phone number]