

To: Dr David Billington  
Great Western Research  
University of Exeter  
Kay Building  
New North Road  
Exeter  
EX4 4QF

Re: <project name>  
Date:

Dear Dr Billington,

I am pleased to say that <company name> has agreed provisionally to support <academic name>'s Great Western Research project as named above, and to contribute £9,200 per annum over three years.

This is subject to satisfactory agreement on the <company name>'s input to the project, intellectual property rights, confidentiality and publication.

Yours sincerely