

[Please use company letterhead and sign]

DRAFT

April 1, 2017

Joi Ito
Director
MIT Media Lab
77 Massachusetts Avenue, E14-245
Cambridge, MA 02139

Dear Joi,

In appreciation of the work being done at the MIT Media Lab, [donor name] would like to provide an unrestricted gift of \$[amount] to support your ongoing research. [Additionally, the donor wishes to remain anonymous and not included on any donor listings.]

With best wishes for the future,

[donor name]