

[Please use company letterhead and sign]

DATE

Joichi Ito  
Director  
MIT Media Lab  
Cambridge, MA 02139

Dear Director Ito,

In appreciation of the work being done at the MIT Media Lab, [donor name] would like to provide a XXX Thousand (\$XXX,000) unrestricted gift for your continued research at the MIT Media Lab.

Best wishes with your future work,

(Sponsor Name) Representative  
Contact Information  
(name and address of person to acknowledge)