



ONE SHIELDS AVENUE  
DAVIS, CALIFORNIA 95616  
Tel. (530) 752-0370  
Fax. (530) 757-8720

[date]

Recipient Name  
Recipient Institution  
Recipient Address  
City, ST Zip Code

Dear Recipient,

On behalf of the University of California's [division &/or department name], I gift to you a [\$ amount] Title Sponsorship. The [Recipient Institution] is an extremely important event for students interested in the [subject matter]. It draws students from a variety of backgrounds, cultures and genders to compete in an assortment of rigorous scientific events. Thank you for hosting an amazing opportunity for these students and I hope that your event was successful.

Sincerely,

Title  
Department, Division  
University of California, Davis