**EXAMPLE DOCUMENTS TO BE SIGNED**

Listed below is a list of documents to be signed and executed by and between the following:

**Signing Organizations and Individual(s)**

1. IIT Roorkee Foundation, Inc. 20894 Saber Jet Place, Ashburn, VA 20147-6265, USA, herein after referred to as IITRF, and the Donor.
2. IIT Roorkee Foundation, Inc., herein after referred to as IITRF, and the Recipient Organization, such as, Indian Institute of Technology Roorkee, Roorkee, Uttarakhand, India, hereinafter referred to as IITR.

**List of Documents to be Signed:**

1. Memorandum of Understanding (MOU) to be signed between IIT Roorkee Foundation, Inc. and the recipient organization.
2. Proposal to be signed between IIT Roorkee Foundation, Inc. herein after referred to as IITRF, and the Donor.
3. Letter Agreement between IITRF and IITR or another recipient organization.
4. Letter requesting for Funds/Grant by the recipient organization to IIT Roorkee Foundation, Inc.

**Attached Samples**

Attached are above listed four sample documents for the following two different grants:

* XYZ Travel Grant Fellowship
* XYZ Award for Excellence in Communication

**Memorandum of Understanding (MOU)**

**For**

**Establishing an Endowment Fund for XYZ Travel Grant Fellowship**

This MOU is signed on (Month Date Year) between the following:

1. IIT Roorkee Foundation, Inc., 20894 Saber Jet Place, Ashburn, Virginia 20147-6265, USA (herein after referred to as IITRF)
2. Indian Institute of Technology Roorkee, Roorkee, Uttarakhand, India (herein after referred to as IITR)

for establishing an endowment fund for XYZ Travel Grant Fellowship at IITR.

IITR is an Institution of National Importance having been established and declared as such by the Parliament of the Republic of India. IITR provides instruction and conducts research in various branches of engineering, technology, sciences and arts for advancement of learning and dissemination of knowledge in these disciplines.

IITRF is a Virginia based non-profit and tax-exempt public charitable organization under Section 501(c)(3) of the Internal Revenue Code. It is classified as a public charity under Internal Revenue Code Sections 509(a)(1) and 170(b)(1)(A)(vi).

This Agreement shall be binding upon the IITRF and IITR.

**Purpose of the Donation**

The Donor has pledged to contribute a gift of fifty thousand US Dollars ($50,000), an equivalent of 3.4 million Indian Rupees approximately (herein referred to as the Gift) to IITRF. The donor has expressed his intentions to restrict the use of his donation for establishing endowment fund for awarding XYZ Travel Grant Fellowship in compliance with tax-exempt purpose(s).

IITR shall establish an endowment fund; and preserve its principal amount and its perpetual nature. It shall be maintained and managed separately. The XYZ Travel Grant Fellowship in the amount of one hundred fifty thousand Indian Rupees (Rs. 150,000.00) or less shall be paid out of the income from the endowment fund once a year.

The XYZ Travel Grant Fellowship will be used for the benefit of students and faculty at IITR.

For additional details, refer to Exhibit A, Proposal for XYZ Travel Grant Fellowship.

**Selection of XYZ Travel Grant Fellowship Recipient(s)**

A three to five members XYZ Travel Grants Fellowship Selection Committee shall be established by IITR Senate Committee for Scholarships and Prizes (SCSP). The criteria, eligibility, the amount of XYZ Travel Grant Fellowship will be decided by the Selection Committee.

The selection of a recipient(s) of XYZ Travel Grant Fellowship, student or a faculty member of IITR, will be decided by the Selection Committee, independent of Donor, and directors and officers of IITR and IITRF.

Refer to Exhibit A, Proposal for XYZ Travel Grant Fellowship.

**Responsibilities of IITR**

IITR shall provide an annual report listing the name(s) of recipients of XYZ Travel Grant Fellowship, the amount each recipient received, the purpose and locations of travel, earnings and the balance of amount in the endowment account.

**Responsibilities of IITRF**

IITRF shall provide a receipt to the donor for the funds received from the donor.

IITRF shall provide a copy of the annual report received from IITR to the donor.

IITRF shall coordinate and cooperate with IITR with respect to reporting and compliance to the requirements of Internal Revenue Service and other regulatory agencies.

IN WITNESS WHEREOF, IITR and IITRF by their duly authorized director or an officer have caused this Agreement to be executed on or as of the XX day of Month, 2XXX.

**For IIT Roorkee, Roorkee, Uttarakhand, India (IITR)**

By: Date:

(Dr. Smart A, Educator. Director, IITR)

**For IIT Roorkee Foundation (IITRF)**

By: Date:

(Mr. Lakshmi N. Sampath, President)

**EXHIBIT A**

**PROPOSAL FOR XYZ TRAVEL GRANT FELLOWSHIP**

**TERMS OF DONATION**

This proposal is being made to support and assist a recipient organization (For example it may be Indian Institute of Technology Roorkee, Roorkee 247 667, Uttarakhand, India or another educational institution) to provide travel fellowship to the qualified and deserving student or a faculty member. At present, due to lack of funds many qualified and deserving individuals cannot travel to national or international conferences to present their technical papers.

The Donor, Mr. John D. Unknown, has pledged to contribute a gift of fifty thousand US Dollars ($50,000), an equivalent of 3.4 million Indian Rupees approximately (herein referred to as the Gift) to IITRF. The donor has expressed his intentions to restrict the use of his donation for establishing endowment fund for awarding XYZ Travel Grant Fellowship to the qualified and deserving student or a faculty member. India.

This gift will facilitate:

1. **An Annual award, XYZ Travel Grant Fellowship,** of up to Rs 150,000 to a deserving student or a faculty member to finance his/ her travel to a recognized national or international conference for presenting a research/technical paper based on work done by him/ her during Undergraduate (UG), Postgraduate (PG) or Ph. D. program at the recipient educational institution.
2. The XYZ Travel Grant Fellowship is being sponsored by Mr. John D. Unknown, presently residing at (**Address of the Donor**) to honor the memory of his parents (Names of the parents).
3. **Selection Committee and Selection Criteria**

The recipient organization shall form a Selection Committee consisting of three to five department heads or professors to select the qualified and the most deserving recipient(s).

The Selection Committee shall establish the objective selection criteria, as a minimum, including the following factors:

* The level of innovative idea and approach involved.
* Importance of research topic to the present and future needs of life.
* Importance of research outcome/results to the present and future advancement of area of expertise.
* How effective are the writing, communication, and presentation skills of the presenter?
* The potential of presentation to enhance the academic and research and development eminence of the recipient organization.

The selection Committee members may provide their assessment by awarding minimum one (1) to ten (10) points for each of the criterion listed above.

IIT Roorkee Foundation, Inc. (IITRF), 20894 Saber Jet Place, Ashburn, VA 20147-6265 will grant fifty thousand US Dollars ($50,000.00) (equivalent of 3.4 million Indian Rupees approximately) to the recipient organization, such as Indian Institute of Technology, Roorkee (IITR), Roorkee, Uttarakhand, India.

IN WITNESS WHEREOF, IITRF and the donor, John D. Unknown have signed this proposal with the understanding that the Board of Directors of IITRF shall have the final authority to review, approve and take necessary steps to implement this proposal to serve the tax-exempt purposes in compliance with the Articles of Incorporation and the Bylaws of IITRF.

Signed on XX day of Month 2XXX

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures

John D. Unknown (Donor)

Address

**For IIT Roorkee Foundation (IITRF)**

\_\_

(Mr. Lakshmi N. Sampath, President)

Month Date, Year

Dr. Smart A. Educator,

Director

Recipient Educational Institution (such as Indian Institute of Technology Roorkee,

Roorkee 247 667, Uttarakhand, INDIA)

Reference 1: Memorandum of Understanding (MOU) for Establishing an Endowment Fund for XYZ Travel Grant Fellowship, signed on Month date, 20XX. (copy attached)

Reference 2:Proposal for XYZ Travel Grant Fellowship, signed on Month date, 20XX. (copy attached)

Dear Honorable Director:

It is my pleasure to inform you that the IIT Roorkee Foundation, Inc., hereinafter referred to as (IITRF), has approved to grant fifty thousand US Dollars ($50,000.00), (an equivalent of 3.4 million Indian Rupees approximately) to the Indian Institute of Technology, Roorkee (IITR), Uttarakhand, India, for the XYZ Travel Grant Fellowship, described in Reference 2.

This letter, including the Reference(s) 1 and 2, is a legally binding agreement. It will be effective upon being signed by authorized representative of IITR and IITRF.

1. **Use of Funds.** IITR shall use the grant funds only for the purposes described in Reference 1.

1. **Reporting.** IITR shall submit to IITRF a written annual report containing the following information:
   1. Brief statement ensuring compliance with the purpose of grant for XYZ Travel Grant Fellowship.
   2. Names of recipient(s) of XYZ Travel Grant Fellowship and the amount received by each recipient.
   3. Brief accounting summary including initial principal amount of grant, income, the amount distributed as XYZ Travel Grant Fellowship, and the balance amount.
2. **Recognition of Donated Funds**

Upon receipt of grant amount of fifty thousand US Dollars ($50,000.00) or equivalent of 3.4 million Indian Rupees (Rs.3, 400,000) (approximately), from IITRF, IITR shall acknowledge receipt of funds in writing.

1. **Recordkeeping**

*IIT Bombay Heritage Fund is the worldwide alumni organization of the Indian Institute of Technology, Bombay*

IITR shall keep records to substantiate its expenditures of grant funds. Upon reasonable notification IITR will make these records available to IITRF for review and verification of compliance to US Internal Revenue Service requirements and the regulatory requirements of other agencies.

1. **Prohibited Use of Grant Funds**

IITR shall not use any portion of the XYZ Travel Grant Fellowship for any purpose other than those specified in the Exhibit A, attached herewith. In the event, funds are used for purposes other than the purpose specified herein, IITRF reserves the right to recover the grant funds.

1. **Acknowledge Obligations**

IITR acknowledges understanding of its obligations for complying with the requirements of this Agreement.

Please have an authorized officer of IITR sign the enclosed original of the letter and return it to IITRF. Please keep a copy for your files.

On behalf of IITRF’s Board, let me express how delighted we are to support IITR’s educational activities. We wish you every success.

Sincerely,

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Signatures

Lakshmi N. Sampath, President, IITRF

Accepted on behalf of the Indian Institute of Technology, Roorkee, by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

Dr. Smart A. Educator

Director, Indian Institute of Technology Roorkee

Roorkee 247 667, Uttarakhand, India

Mr. Lakshmi N. Sampath Date: Month date, 20XX

President

IIT Roorkee Foundation

20894 Saber Jet Place

Ashburn, VA 20147-6265

USA

Sub: Request for Funds for XYZ Travel Grant Fellowship at IIT Roorkee, Roorkee, Uttarakhand, India.

Dear Mr. Lakshmi Sampath:

This is to request you to transfer fifty thousand US Dollars ($50,000.00) for establishing XYZ Travel Grant Fellowship at Indian Institute of Technology Roorkee (IITR), Uttarakhand, India.

We understand that the donation for this purpose was made by our alumnus, Mr. John Doe Unknown, to the IIT Roorkee Foundation, Inc. (IITRF), who is presently residing at …….

We shall utilize the grant for the tax-exempt purpose specified in compliance with the following documents:

1. Memorandum of Understanding (MOU) for XYZ Travel Grant Fellowship, signed by the President of IIT Roorkee Foundation, Inc. and by me, Director, IIT Roorkee, dated…………
2. Letter of Agreement between IIT Roorkee and IIT Roorkee Foundation, Inc. signed by IIT Roorkee and IIT Roorkee Foundation, dated……….
3. Exhibit A, Proposal for Establishing XYZ Travel Grant Fellowship, signed by the Donor and IIT Roorkee, dated…….

We have established the endowment:

* Account Name: XYZ Travel Grant Fellowship
* Account Number: XXXXXXXXXXX

For wire transfer of the requested amount, please refer to the attachment, which includes the bank and account details necessary for this purpose.

We shall send a receipt to you (IITRF) upon receiving the funds requested.

Thanking you,

Sincerely yours,

Signatures

Dr. Smart A. Educator

Director

Indian Institute of Technology Roorkee

Roorkee 247 667, Uttarakhand, India

**Memorandum of Understanding (MOU)**

**for**

**Establishing an Endowment Fund**

**For**

**XYZ Award for Excellence in Communication**

This MOU is signed on (Month Date Year) between the following:

1. IIT Roorkee Foundation, Inc., 20894 Saber Jet Place, Ashburn, Virginia 20147-6265, USA (herein after referred to as IITRF)
2. Indian Institute of Technology Roorkee, Roorkee, Uttarakhand, India (herein after referred to as IITR)

for establishing an endowment fund for XYZ Award for Excellence in Communication at IITR.

IITR is an Institution of National Importance having been established and declared as such by the Parliament of the Republic of India. IITR provides instruction and conducts research in various branches of Engineering, Technology, Sciences and Arts for advancement of learning and dissemination of knowledge in these disciplines.

IITRF is a Virginia based non-profit and tax-exempt public charitable organization under Section 501(c)(3) of the Internal Revenue Code. It is classified as a public charity under Internal Revenue Code Sections 509(a)(1) and 170(b)(1)(A)(vi).

This Agreement shall be binding upon the IITR and IITRF.

**Purpose of the Donation**

The Donor has pledged to contribute a gift of fifty thousand US Dollars ($50,000), an equivalent of 3.4 million Indian Rupees approximately (herein referred to as the Gift) to IITRF for establishing endowment fund to award XYZ Award for Excellence in Communication.

IITR shall establish an endowment fund; and preserve its principal amount and its perpetual nature. It shall be maintained and managed separately. The XYZ Award for Excellence in Communication shall be paid out of the income from the endowment fund.

The XYZ Award for Excellence in Communication will be used for the benefit of students at IITR.

For additional details, refer to Exhibit A, Proposal for XYZ Award for Excellence in Communication.

**Selection of XYZ Award for Excellence in Communication Recipient(s)**

A three to five members’ Selection Committee shall be established by IITR. The criteria, eligibility, the amount of XYZ Award for Excellence in Communication will be established by the Selection Committee. Refer to Exhibit A, Proposal for XYZ Award for Excellence in Communication.

The selection of recipient(s) of XYZ Award for Excellence in Communication, will be decided by the Selection Committee of IITR, independent of Donor, and directors and officers of IITR and IITRF.

Refer to Exhibit A, Proposal for XYZ Award for Excellence in Communication attached herewith.

R**esponsibilities of IITR**

The IITR Senate Committee for Scholarships and Prizes (SCSP) shall notify and conduct the competition each year, with adequate details involving applicable criteria, schedule and selection of successful recipients of XYZ Award for Excellence in Communication.

IITR shall provide an annual report listing the name(s) of recipients of XYZ Award for Excellence in Communication, the amount each recipient received, earnings, and the balance of amount in the endowment fund account to IITRF.

**Responsibilities of IITRF**

IITRF shall provide a receipt to the Donor for the funds received from the Donor.

IITRF shall coordinate and cooperate with IITR with respect to reporting and compliance to the Internal Revenue Service and the other state and federal regulatory agencies.

**Responsibilities of Donor**

The donor shall make a donation of fifty thousand US Dollars (US $50,000) to IITRF.

IN WITNESS WHEREOF, IITR and IITRF by their duly authorized director or an officer have caused this Agreement to be executed on or as of the XX day of Month 2XXX.

**For IIT Roorkee (IITR)**

By: Date:

(Dr. Smart A, Educator. Dean of Resources and Alumni Affairs)

**For IIT Roorkee Foundation (IITRF)**

By: Date:

(Mr. Lakshmi N. Sampath, President)

**EXHIBIT A - PROPOSAL**

**FOR**

**XYZ AWARD FOR EXCELLENCE IN COMMUNICATION**

This proposal is being made to fulfil the need at the recipient organization (such as Indian Institute of Technology Roorkee, Roorkee 247 667, Uttarakhand, India) for promoting excellence in communication skills of students. The globalization of engineering, technological, and scientific professions requires the professionals to possess excellent communication skills to compete and succeed. XYZ Award for Excellence in Communication is intended to motivate students to acquire and excel in communication skills.

The Donor, Mr. John D. Unknown, has pledged to contribute a gift of fifty thousand US Dollars ($50,000), an equivalent of 3.4 million Indian Rupees approximately (herein referred to as the Gift) to IITRF. The donor has expressed his intentions to restrict the use of his donation for establishing endowment fund for awarding XYZ Award for Excellence in Communication.

IIT Roorkee Foundation, Inc. (IITRF), 20894 Saber Jet Place, Ashburn, VA 20147-6265, will grant fifty thousand US Dollars ($50,000.00) (equivalent of 3.4 million Indian Rupees approximately) to the Indian Institute of Technology, Roorkee (IITR), Roorkee, Uttarakhand, India, subject to the following terms and conditions.

1. **XYZ Award for Excellence in Communication**
   1. The XYZ Award for Excellence in Communication is being sponsored by Mr. Convey Well Convinced, an IITR Alumnus, BE (Elec) 19XX batch, presently residing at (Address of Donor) to honor the memory of his parents, (Name of Parents).
   2. This award is intended to motivate and encourage undergraduate (UG) and post graduate (PG) students to excel in communication skills.
   3. This award shall comprise of three, first, second and third, prizes in the amounts of Indian Rupees 50,000, 30,000 and 20,000 respectively, and to be awarded annually.
   4. In case, no girl student wins any of the above-mentioned three prizes, the best performing girl student participating in the competition would be given an honorary 4th prize of Rs 15,000.
2. **Role of Communication Skills**

Effective communication is one of the most important dimensions for the success in any profession. Excellence in communication skills also holds an important role in the overall development of a person, in almost all walks of life. Communication has four key dimensions: Listening, Reading, Writing and Speaking.

To excel, distinguish, and make a difference, IITR students ought to enhance and hone their communication skills for achieving success and accomplishing their goals or objectives in global competitive environment. It is essential to realize and develop a sense of importance for communication in life. An excellence award for Communication is expected to enthuse competitiveness amongst students and to realize their professional goals.

1. **Selection Criteria and Process**
   1. **Selection Criteria**

The IITR Senate Committee for Scholarships and Prizes (SCSP) will notify and conduct the award competition each year. All UG and PG students studying in the institute will be eligible to compete for the award. A student fulfilling any one or more of the following categories may compete for the award:

* + 1. They must have a good record of writing in different types of publications or Institute magazines. They need to submit copies of their publications with the application.
    2. Students who have authored and published a research/technical paper.
    3. Students who have participated in debate/declamation/elocution competitions at IITR. Students need to submit copies of certificates of those debate competitions or other acceptable evidence.
    4. Student who had represented IITR in some event to demonstrate their communication skills.
    5. If a student does not fit in any of the above categories, he/she can still nominate himself/ herself. In this case, a student is required to submit an essay on a given topic of around 1500 words.
  1. **Selection Process**

The IITR Senate Committee for Scholarships and Prizes (SCSP) shall appoint a Selection Committee, approved by Chairman, Senate IITR. The Selection Committee will conduct preliminary screening of all applicants.

* + 1. It is expected to shortlist up to 20 (or more) entries in the initial screening. To motivate and encourage participation by girl students, four (4) to five (5) girl students must be shortlisted at this stage for subsequent rounds.
    2. After initial screening of the applications, the 1st round will consist of an evaluation of written communication. All shortlisted participants will be required to write an essay in three hours’ time. There will be 3-4 topics and a participant can choose any one of them. It is expected that 6-8 candidates will be shortlisted from this round. At least two (2) girl students must be shortlisted for the next stage, if possible.
    3. Finally, an Open Public Debating competition shall be organized. Jury for final debate will be approved by Chairman, Senate on the recommendation of SCSP.
    4. In making the final decision, marks of written component (essay writing) and oral component (debate) will be added. In case of a tie, prize will be equally divided.
    5. In case, no girl secures a position among the first three, then a fourth prize will be given to the most deserving girl participant who gets the highest marks among the girl participants and the Jury finds her overall performance worthy enough to get recognized.
    6. All those who will reach the final round will get “Certificate of Appreciation”.

It is expected that the process will be completed by end of February each year.

The selection process would be reviewed periodically for making changes or additions based upon feedback received each year after the competition has been completed so that the process can be improved or enhanced.

IN WITNESS WHEREOF, IITRF and the donor, Mr. Convey Well Convinced have signed this proposal with the understanding that the Board of Directors of IITRF shall have the final authority to review, approve and take necessary steps to implement this proposal to serve the tax-exempt purposes in compliance with the Articles of Incorporation and the Bylaws of IITRF.

Signed on XX day of Month 2XXX

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures

Mr. Convey Well Convinced (Donor)

Address

**For IIT Roorkee Foundation (IITRF)**

\_\_

(Mr. Lakshmi N. Sampath, President)

Month Date, Year

Dr. Smart A. Educator,

Director

Indian Institute of Technology Roorkee,

Roorkee 247 667, Uttarakhand, INDIA

Reference 1: Memorandum of Understanding (MOU) for Establishing an Endowment Fund for XYZ Award for Excellence in Communication, signed on Month date, 20XX. (copy attached)

Reference 2:Proposal for XYZ Award for Excellence in Communication, signed on Month date, 20XX. (copy attached)

Dear Honorable Director:

It is my pleasure to inform you that the IIT Roorkee Foundation, Inc (IITRF) has approved to grant fifty thousand US Dollars ($50,000.00), (an equivalent of 3.4 million Indian Rupees approximately) to the Indian Institute of Technology, Roorkee (IITR), Uttarakhand, India, for the XYZ Award for Excellence in Communication, described in Reference 2.

This letter, including the Reference(s) 1 and 2, is a legally binding agreement. It will be effective upon being signed by authorized representative of IITR and IITRF.

1. **Use of Funds.** IITR shall use the grant funds only for the purposes described in Reference 1.

1. **Reporting.** IITR shall submit to IITRF a written annual report containing the following information:
   1. Brief statement ensuring compliance with the purpose of grant for XYZ Award for Excellence in Communication.
   2. Names of recipient(s) of XYZ Award for Excellence in Communication and the amount received by each recipient.
   3. Brief accounting summary including initial principal amount of grant, income, the amount distributed as XYZ Award for Excellence in Communication and the balance amount.
2. **Recognition of Donated Funds**

Upon receipt of grant amount of fifty thousand US Dollars ($50,000.00) or equivalent of 3.4 million Indian Rupees (Rs.3, 400,000) (approximately), from IITRF, IITR shall acknowledge receipt of funds in writing.

1. **Recordkeeping**

*IIT Bombay Heritage Fund is the worldwide alumni organization of the Indian Institute of Technology, Bombay*

IITR shall keep records to substantiate its expenditures of grant funds. Upon reasonable notification IITR will make these records available to IITRF for review and verification of compliance to US Internal Revenue Service requirements and the regulatory requirements of other agencies.

1. **Prohibited Use of Grant Funds**

IITR shall not use any portion of the Award for Excellence in Communication for any purpose other than those specified in the Exhibit A, attached herewith. In the event, funds are used for purposes other than the purpose specified herein, IITRF reserves the right to recover the grant funds.

1. **Acknowledge Obligations**

IITR acknowledges understanding of its obligations for complying with the requirements of this Agreement.

Please have an authorized officer of IITR sign the enclosed original of the letter and return it to IITRF. Please keep a copy for your files.

On behalf of IITRF’s Board, let me express how delighted we are to support IITR’s educational activities. We wish you every success.

Sincerely,

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Signatures

Lakshmi N. Sampath, President, IITRF

Accepted on behalf of the Indian Institute of Technology, Roorkee, by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

Dr. Smart A. Educator

Director, Indian Institute of Technology Roorkee

Roorkee 247 667, Uttarakhand, India

Mr. Lakshmi N. Sampath Date: Month date, 20XX

President

IIT Roorkee Foundation

20894 Saber Jet Place

Ashburn, VA 20147-6265

USA

Sub: Request for Funds for XYZ Award for Excellence in Communication at IIT Roorkee, Roorkee, Uttarakhand, India.

Dear Mr. Lakshmi Sampath:

This is to request you to transfer fifty thousand US Dollars ($50,000.00) for establishing XYZ Award for Excellence in Communication at Indian Institute of Technology Roorkee (IITR), Uttarakhand, India.

We understand that the donation for this purpose was made by our alumnus, Mr. Convey Well Convinced, to the IIT Roorkee Foundation, Inc. (IITRF), who is presently residing at …….

We shall utilize the grant for the tax-exempt purposes in compliance with the following documents:

1. Memorandum of Understanding (MOU) for XYZ Award for Excellence in Communication, signed by the President of IIT Roorkee Foundation, Inc. and by me, Director, IIT Roorkee, dated…………
2. Letter of Agreement between IIT Roorkee and IIT Roorkee Foundation, Inc. signed by IIT Roorkee and IIT Roorkee Foundation, dated……….
3. Exhibit A, Proposal for Establishing XYZ Award for Excellence in Communication, signed by the Donor and IIT Roorkee, dated…….

We have established the endowment:

* Account Name: XYZ Award for Excellence in Communication
* Account Number: XXXXXXXXXXX

For wire transfer of the requested amount, please refer to the attachment, which includes the bank and account details necessary for this purpose.

We shall send a receipt to you (IITRF) upon receiving the funds requested.

Thanking you,

Sincerely yours,

Signatures

Dr. Smart A. Educator

Director

Indian Institute of Technology Roorkee

Roorkee 247 667, Uttarakhand, India