[letterhead]

Dear XXX,

\_\_\_\_\_\_\_\_\_\_ University, College of Natural Sciences, is please to be partnering with the Texas Regional Collaboratives at ESC Region XXX for the 2014-2015 grant.

We look forward to consulting with the collaborative to provide high-quality, TEKS aligned professional development to science educators throughout Region XXX. Specifically we will assist with designing and delivering content based professional development, including a one-week summer institute focused on biology content for high school teachers, July 21-25, 2014. Dr. Jane Doe will collaborate with ESC Region XXX specialists for the purposes of this grant.

Sincerely,

Name

Title