

<Organization Letterhead>

<Date>

Dr. Luciana Duranti  
The University of British Columbia  
School of Library, Archival and Information Studies  
#301-6190 Agronomy Road  
Vancouver, BC V6T 1Z3

Dear Dr. Duranti:

Re: Letter of Confirmation

The <organization name> has read the proposal for the research project “Theoretical Elaboration into Archival Management: Canada. Implementing the Theory of Preservation of Authentic Records in Electronic Systems in Small and Medium-Sized Organizations,” and agrees to the described role and level of participation.

As a <specify whether test bed or resource partner>, the <organization name> is willing and able to complete the kind of activities detailed in the proposal, in collaboration with the co-investigators, collaborators and graduate research assistants. Specifically, we are committed to <describe the activities, such as: carry out case studies, making one specific example; develop a digital records preservation policy; design and/or test education modules, identifying what type of education you refer to; advise on solutions to the issues presented by the case studies; help develop policies; disseminate findings and products, etc.>. We are also committed to share and discuss with all research partners the progress of our research activities, the research data, the findings and the outcomes.

To accomplish the above activities, we commit to the research project <in-kind contributions expressed in monetary terms on a per year basis>.

<A statement related to the benefit that the organization will receive from participation in the research and, where applicable, to the benefit that the research project will receive from the organization’s participation in the research>

Should the grant application be successful, we will appoint a member from this organization to act as its representative in the project.

Yours truly,

<signature and title>