



Sample Letter of Intent to Become a Commercial Partner of NASA FTCSC

<Must be submitted on corporate letterhead>

Date

Dr. Anthony L. Pometto III
Director
NASA Food Technology Commercial Space Center
Iowa State University
2901 South Loop Drive, Suite 3700
Ames, IA 50010-8632

Dear Dr. Pometto:

My corporation would like to become a partner of the NASA Food Technology Commercial Space Center (NASA FTCSC) as a <Corporate Founding Partner, Corporate Partner, or Affiliate Partner>. Our planned contribution to the mission of NASA FTCSC each year will be <specific amount to be committed> in the form of <an in-kind and/or a cash> contribution. Our proposed deliverable for this commitment will be <description of proposed product, technology, or service> with an expected completion date of <provide range of projected dates>. For this project, <company representative's name and title> will be our contact person and can be reached at <address, telephone number, fax number, e-mail address>.

We agree to provide a brief, written update of all NASA FTCSC-related activities, which will be submitted every three months to NASA FTCSC. These updates will be sent by electronic mail to Sharon Colletti, NASA FTCSC Administrative & Marketing Manager, (sharonc@iastate.edu) and will be due on the last day of March, September, and December of each year.

We also agree to provide a written summary of NASA FTCSC-related activities and total cash and in-kind investment during the previous year (July 1 through June 30) for inclusion in the NASA FTCSC annual report. Annual report summaries will be sent by electronic mail to Sharon Colletti, NASA FTCSC Administrative & Marketing Manager, and will be due on July 1 of each year.

We understand that NASA and the NASA Food Technology Commercial Space Center do not endorse or sponsor any commercial product, service, or activity. Any written materials mentioning our corporation's partnership with NASA FTCSC (including, but not limited to) advertising materials, corporate literature, displays, news articles, press releases, and Websites must be approved in advance by NASA FTCSC staff. We agree to inform NASA FTCSC each time we intend to publicize our partnership with the center and to obtain written permission from the center prior to publication.

<Optional> We agree to provide written permission for NASA FTCSC to use our corporate logo on NASA FTCSC brochures, displays, presentations, and the NASA FTCSC Internet site.

Sincerely,

<President or CEO signature (required)>