XXXX Eye Bank

Anywhere, USA

October 31, 2019

John M. Smith, M.D., Ph.D.

Assistant Professor

Department of Ophthalmology

State University

City, State 01234 USA

Dear Dr. Smith,

Thank you for contacting XXXX Eye Bank, and for giving us the opportunity to support your project entitled, “[Project Title].”

As Executive Director of XXXX Eye Bank, I am deeply committed to supporting sight-saving research. Our eye bank supports many projects such as yours, and we look forward to providing ocular tissues that will advance your investigation.

To ensure that we can fulfill your requirements, this is our understanding of your needs:

Tissue type:  
Number provided:  
Timeframe for delivery:  
Donor age restrictions/requirements:  
Donor health restrictions/requirements:  
Donor gender distribution:  
Other donor criteria:  
Death to preservation time:  
Total storage time:  
Degree of exposure:  
Tissue provision fee: $X per [unit of tissue]

Thank you again for the opportunity to support your work. XXXX Eye Bank is very supportive of your application and will provide all necessary donor tissues, associated reagents, and tissue processing that may be needed for your proposed study.

Please don’t hesitate to contact me if you have any questions. Good luck with your application.

Sincerely,

Sally Miller  
Executive Director