[DATE, 2016]

Diane K. O’Dowd, Ph.D.

Vice Provost for Academic Personnel

University of California, Irvine

509 Aldrich Hall, ZOT 1000

Irvine, CA 92697-1000

RE: Statement of Commitment for [NAME], [POSITION TITLE]

Dear Dr. O’Dowd:

I am pleased to confirm that the Department of [DEPARTMENT] endorses the Statement of Commitment for a minimum of three years support for Dr. [NAME] position as Health Sciences Assistant Clinical Professor and support [his/her] petition for permanent residency. With this endorsement, we will provide the funding for the necessary fees incurred by the law firm and to be charged to KFS account [NUMBER].

Sincerely,

[DEPARTMENT CHAIR NAME - typed]