[Date Here]

RE: IDC Waiver Request: [PRO00000000]

To: Associate Dean Research + Strategic Initiatives:

I am writing to request a reduction in the federal indirect cost rate from 52.5% to [enter new rate here %] for proposal [PRO00000000] - [title here]. This request is supported by the email from the sponsor, which specifies that applicants may seek up to [enter new rate here %] of the direct research costs' value to cover indirect costs. Additionally, I have obtained email approval from [ENTER CHAIR/DIRECTOR NAME HERE].

This project serves to [Enter Justification here].

This project presents a valuable opportunity for [Enter Benefit to UF and department/college here].

Thank you for considering my request.

PI Name Here

PI Title Here