



Office of Sponsored Research

July 15, 2009

Mr. Norbert Dittrich
President
The Welch Foundation
5555 San Felipe
Suite 1900
Houston, TX 7756-2727

Dear Mr. Dittrich:

Pursuant to the policy of the Welch Foundation, I write to explain the unexpected carry-forward on my Financial Statement of more than \$10,000. This carry-forward/change in budget category occurred as a result of the fact [insert justification].

I greatly appreciate the research support provided to me by the Welch Foundation and will be happy to provide additional information if requested.

Sincerely,