

Sample Equipment Travel Letter

March 18, 2011

To whom it may concern,

This letter is to verify that device listed here, currently in the possession of John Doe, a Graduate Student in the Department of Mechanical Engineering, is a simple heat sealer, made by MIT students, used to seal plastic bags. It should pose no security risk.

It is being brought to Nicaragua in order to be tested by AsoFenix, a Nicaraguan organization focused on sustainable rural development. Students from MIT worked with AsoFenix last year and identified this project as one of interest; they are now bringing the device to see if it meets the needs of a community in Nicaragua who hopes to use the device to create orange juice bags.

If you have any further questions in this matter please feel free to contact me at 123-555-6789.

Sincerely,

A handwritten signature in black ink, appearing to read "Amy Banzaert". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Amy Banzaert

Instructor, *D-Lab: Energy*
PhD Candidate, Department of Mechanical Engineering

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