Dear \_\_\_\_\_\_:

Please find enclosed The University of Texas System’s policy on legal representation and indemnification of persons employed by UT System or a UT institution who become a party to a legal proceeding in the course and scope of the good faith performance of their job. We are providing you with a copy of the policy at this time due to your present involvement in legal proceedings.

Please sign below to affirm your receipt, understanding and acceptance of this policy.

Please call [Chief Legal Officer or OGC] if you have any questions.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[name; title]

Affirmed by signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[name]

Enclosure