

DATE, 2005

CONTACT NAME

TITLE

ADDRESS

Dear ?,

The purpose of this letter is to request a ___-month extension to Award No. _____, extending the current end date from _____ to _____ . No additional funds are being requested. As of (end date of award) we anticipate that the grant will have an approximate balance of \$(you can get this from Rita, Melanie or Marlene). *This is where the reason for the extension goes...*

Yours Sincerely,

Professor _____

Cc: