[Date]

[Grant/Contract Official]

[Sponsor Name]

[Street Address]

[City, State, Zip]

Dear [Grant/Contract Official]:

This letter notifies you that the University is exercising its option to grant a no-cost extension for the Contract/Grant # [Sponsor ID and/or Grant Code] between [Sponsor Name] and the University of Illinois for [Project Title].

The University has authorized an extension of [# of Days or Months], changing the project expiration date to [Date]. This expanded project period is necessary to [Technical Justification].

Sincerely,

[Name], Principal Investigator

[Department]

|  |
| --- |
|  |
| Linda Gregory, Director |
| Sponsored Programs Administration, Post-Award |
| University of Illinois |

Approved:

cc: [Program Director]

 University of Illinois, Sponsored Programs Administration, Post-Award