[Date]

[Grant/Contract Official]

[Sponsor Name]

[Street Address]

[City, State, Zip]

Dear [Grant/Contract Official]:

This letter requests 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].

An extension of [# of Days or Months] is requested, changing the project expiration date to [Date]. This expanded project period is necessary to [Technical Justification].

To indicate approval of this request, per the award documents, it appears a formal modification:

* Is required. – Please submit the necessary amendment/modification documents via email to the Sponsored Programs Administration at spa@illinois.edu.
* Is not required, but written approval is requested. – Please sign and return this letter via email to the sender and copy the Sponsored Programs Administration at spa@illinois.edu, unless your policies specify a different process.

Please contact me if additional information is required.

Sincerely,

[Name], Principal Investigator

[Department]

|  |
| --- |
|  |
| [Grant/Contract Official] |
| [Sponsor Name] |
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| Karen E. Thomas, Director |
| Sponsored Programs Administration, Post-Award |
| University of Illinois |

 Approved: