
Category 1 Modification Request Letter
SAMPLE GRANT COMPLETION EXTENSION REQUEST
(On Grantee's letterhead.)

Date

Director
Grant Support Division
Office of Community and Rural Affairs
One North Capitol, Suite 600
Indianapolis, Indiana 46204-2288

SUBJECT: Modification Request, Grant # _____

Dear

The purpose of this letter is to request an extension of the completion date for the (project name) _____ project. According to the Grant Agreement fully executed for this federally assisted project, all work and services were to have been completed by _____ (grant completion date). The (City/Town/County) is respectfully requesting an extension of the completion date from _____ to _____.

The justification for this extension request is based upon

It is agreed that all other provisions and certification of our Grant Agreement shall remain in full force and effect.

Sincerely,

Name
Title, Chief Elected Official