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**Category 1 Modification Request Letter**  
**SAMPLE REQUEST FOR CATEGORY 1 *OTHER THAN TIME EXTENSIONS***  
(On Grantee's letterhead)

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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 a modification to the (project budget) (grant goals to be accomplished). Following is a description of the changes to the project we are requesting to modify:

**Change in Objectives**

Original Goal: \_\_\_\_\_ Modified Goal: \_\_\_\_\_

**Reallocation of Funds**

Original Budget Amount: \_\_\_\_\_ Revised Budget Amount: \_\_\_\_\_

Line Item Transferred From: \_\_\_\_\_ Line Item Transferred To: \_\_\_\_\_

The justification for this modification request is:

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