GRANT EXTENSION REQUEST

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GRANT EXTENSION REQUEST

**SUGGESTED EMAIL SUBJECT LINE:** Requesting date extension for [community name/organization] – [Grant Program Name and Project Title]

ADD DATE IF MAILED: [MM/DD/YY]

To Whom it May Concern,

Our [community/organization], [name of entity], is requesting an extension on the date of completion for the grant funding you gave us.

|  |  |
| --- | --- |
| Funder Name  |  |
| Funder Program/Department Area  |  |
| Name of Grant Program  |  |
| Title of the Project (found on application) |  |
| Grant Reference Number (found on funding agreement)  |  |
| Funding Contribution  | $ |
| Grant Activity Start Date (found on application) |  |
| Grant Activity Closing Date (found on application) |  |
| Request for Extension: New End Date  |  |

**REASON FOR REQUEST**:

Our [community/organization] is seeking to extend the end date of this grant for the following reason(s):

* Example: to ensure all participants can take full advantage of the program
* Example: activity start dates were impacted due to [insert reason here]
* Example: program activities were interrupted due to [insert reason here]

To date, this program has generated a positive impact in our community among the population we serve as identified in the grant application and agreement. To name a few successes:

* [Mention successes in a brief and concise way. Items should reflect activities in grant contribution agreement, 1-3 sentence max]

Thank you for your consideration. Please contact [Staff name], [Title], at [000]-[000]-[0000], or by email at [name]@[email].[com/org], should you have any questions regarding this request.

[Staff name], [Title]

[Organization Name]

Office: [000]-[000]-[0000]

Mobile: [000]-[000]-[0000]

Email: [name]@[email].[com/org