

Sample request for a no-cost extension to complete a research project.

## On official letterhead from university/organization

May 4, 2020

American College of Veterinary Surgeons  
Tracey Delaney  
19785 Crystal Rock Drive, Suite 305  
Germantown, MD 20874  
301.916.0200 x 101  
[tdelaney@acvs.org](mailto:tdelaney@acvs.org)

Dear Ms. Delaney:

This is to request a no-cost extension of the following grant:

Principal Investigator name:  
Project title:  
Organization fund-account number: #  
Organization award number: #  
Award period: Date

We would like to extend this project until *July 1, 2021*. *{Paragraph that provides a thorough explanation of reason for request and estimates the length of time until completion.*

If more information is required, please contact me by telephone at ##### or email at xxxxxxx. Thank you for your consideration of this request. If you approve of the no-cost extension request, please sign below and return to the following address:

Organization  
{Mailing\_address}

Sincerely,

***Signature***

Name  
Principal Investigator

***Signature & Date***

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Program title / or position title  
Organization