[**Date**]

[**Sponsor Address**]

Re: No-Cost Extension Request to Award **[Number]**

Sponsor Name: **[Sponsor]**

InfoEd **[Number]**

PI: [**PI name**]

Dear [**Sponsor Contact**],

We would like to request the above subject award be extended to **[requested end date]**. The no-cost extension will allow us to **[Provide a clear justification statement, summary of progress to date]**.

The current estimate of funds remaining of **[amount]** will be used to support the activities **[or provide some additional details]** being conducted during the extension period.

**[If the commitment for any key person named in the award is being reduced from what was originally budgeted, indicate the new commitment during the extension period and the reason for the reduction.]**

Thank you for considering this request. You may notify us of your decision or if you have any questions by sending an email to Sponsored Project Administration at spa@uvm.edu.

We look forward to your reply.

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 Sincerely, UVM Signing Official,