Category 2 and/or Category 3 Modification Request Letter

SAMPLE REQUEST LETTER

(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 a change in objectives and/or a reallocation of funds between approved activities. If approved, this modification will increase or decrease the original scope of the project as awarded by more than ten percent (10%). The details of the modification being requested may be found on the attached table.

The justification for this 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