

Professional Grant Modification Request

Subject: Request for Grant Agreement Amendment - [Grant Number]

Dear [Program Officer/Grant Administrator],

I am writing to formally request an amendment to our current grant agreement [Grant Number] for the project "[Project Title]." Due to unforeseen circumstances, we require modifications to the original terms.

Specifically, we are requesting:

- Budget reallocation of \$[Amount] from [Original Category] to [New Category]
- Extension of the project end date from [Original Date] to [Requested Date]
- [Additional modifications as needed]

The need for these changes arose due to [Detailed explanation of circumstances]. Despite these modifications, our project objectives remain unchanged, and we are confident in our ability to deliver the promised outcomes.

We have prepared detailed justifications for each requested change and updated budget projections. All modifications will ensure continued compliance with federal regulations and your organization's guidelines.

We respectfully request your prompt consideration of this amendment request and are available to discuss these changes at your convenience.

Best regards,

[Your Name]

[Title]

[Organization]

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