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August 23, 2019

[Program Officer Name]

[Agency/Department Info]

[Address]

**Subject: No-Cost Extension Request**

 **Agreement Number: [ref award #]**

 **PI: [Your name]**

 **UF Project Number: [number]**

 **Project Title: [title]**

 **Original Project Period: [dates]**

Dear [Program Officer Name],

I would like to request a [insert length of nce] no cost extension to the agreement in reference. This extension is necessary because [reason for nce, briefly explain obstacles that prevented the on-time completion of the objectives].

If you have any questions, please contact me by email at: [your email] or by phone at: [your phone number]

I thank you in advance for your attention to this matter and look forward to hearing from you.

Sincerely,

[your name] Stephanie Gray

[your title] Assistant Director of Research

University of Florida University of Florida

 Division of Sponsored Programs