

Example of a request for a no-cost extension to complete a research study
funded by the ACVS Foundation Research Grant Programs

On official letterhead from university/organization

May 4, 2020

American College of Veterinary Surgeons
19785 Crystal Rock Drive, Suite 305
Germantown, MD 20874
301.916.0200 x 101

Dear ACVS Research Committee:

This is a request for a no-cost extension for the following research study:

Principal investigator's name:
Project title:
Organization fund-account number: #
Organization award number: #
Award period: start Date - end Date

I would like to extend the completion date of the research study to ***{the requested end date}***. *{Include in this paragraph a thorough explanation of the reason for request and estimates the length of time until completion.}*

If more information is required, please contact me by telephone at {phone #} or email at {email address}. Thank you for your consideration of this request.

Sincerely,

Signature

Name
Principal Investigator

Signature & Date

Program title / or position title
{Organization}