August 4, 2015

Contact Name  
Contact Title   
Address Line 1   
Address Line 2   
City, State and Zip

Re: Request to Modify the Budget − Project Name (Rutgers Account Number)

Dear ,

The letter serves to request a revision to the approved project budget for the above referenced contract. This budget revision is needed to allow us to (provide a general description of the requested changes, and specific justification as to why these changes are being requested). The specific line item budget revisions are shown on the attachment to this letter.

Please sign and date on the line below to acknowledge your approval of this request to modify the budget for this project, and return this signed approval with the attached budget to me at your earliest convenience. Please sign and date the budget attachment as well.

If you have questions regarding this request, or need any additional information, please contact me by phone at (phone number) or by email at (e-mail address).

Sincerely,

PI Name

I approve the budget modification request for this project. The line-by-line approved revisions are shown on the attachment to this letter.