August 4, 2015

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

Re: Request for a No-Cost Extension − Project Name (Rutgers Account Number)

Dear ,

The term for the above referenced contract is set to expire on Month Day, Year. We respectfully request a no-cost time extension to Month Day, Year. This extension will allow us to (provide justification … 2-3 sentences should be enough).

Please sign and date on the line below to acknowledge your approval of this no-cost extension for this project, and return this signed approval to me at your earliest convenience.

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 no-cost extension requested above.

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Contact Name Date