

Department of Community & Economic Development
Commonwealth Keystone Building
400 North St., 4th Floor
Harrisburg, PA 17120

RE: 3-Year Project Activity Completion Extension Request

Contract #C0000 _____ FFY _____

Activity (ies): _____

Dear _____:

The purpose of this letter is to request an extension to the 3-Year Project Activity Completion requirement for the contract and activity referenced above. According to the fully executed _____ Grant Agreement, Appendix A, all work and services were to have been completed by the date referenced in the Special Conditions section. The _____ is respectfully requesting an extension of the completion date from _____ to _____.

The justification for this extension request is based upon:

_____.

It is agreed that all other provisions and certifications of the Grant Agreement shall remain in full force and effect.

Sincerely,

Signature of Chief Elected Official

, Chief Elected Official

DCED USE ONLY:
Grant Manager Signature: _____
Approval Date: _____