

# Modification Letter for Sponsored Research Agreement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Institution/Organization]

[Recipient Address]

Dear [Recipient Name],

We are writing to propose a modification to the existing Sponsored Research Agreement (SRA) dated [Insert Agreement Date], involving [Project Title/Description].

The following changes are proposed:

- **Modification 1:** [Description of Modification 1]
- **Modification 2:** [Description of Modification 2]
- **Modification 3:** [Description of Modification 3]

We believe that these modifications will enhance the project's objectives and ensure successful collaboration. Please review the proposed changes and let us know if you have any questions or require further information.

We look forward to your positive response and continuing our partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Institution/Organization]

[Your Contact Information]