

# Confirmation of Agreement on Grant Extension Terms

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

We are writing to confirm our agreement regarding the extension of the grant originally awarded on [Original Grant Date]. After our recent discussions, we have agreed to the following extension terms:

- **Grant Amount:** [Insert Grant Amount]
- **New Term End Date:** [Insert New End Date]
- **Conditions of the Extension:** [Insert any specific conditions if applicable]
- **Reporting Requirements:** [Insert any reporting requirements]

Please confirm your acceptance of these terms by signing and returning a copy of this letter by [Insert Deadline Date].

Thank you for your cooperation and understanding. We look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

Agreed and Accepted:

---

[Recipient Name]

[Date]