



SAMPLE

**SAMPLE CONTRACT EXTENSION REQUEST LETTER**

Last Updated: 5/13/10

PLEASE PRINT LETTER ON ORGANIZATION LETTERHEAD AND SUBMIT IN DUPLICATE

[Date]

[Name of SBS Contract Manager]  
New York City Department of Small Business Services  
110 William Street, 7th floor  
New York, NY 10038

Re: Agreement No. [Agreement number found on cover of contract] between the New York City Department of Small Business Services and [Name of organization]

Dear [Name of SBS Contract Manager]:

[Name of organization] hereby requests that the Agreement be extended for the period of [date of proposed extension, e.g.: July 1, 2010 – September 30, 2010]. The proposed budget for the extension period [date of proposed extension] is attached hereto.

This modification is requested for the following reason(s):

- [Justification]

Thank you for your consideration of this request.

Sincerely,

[Name and title]