**This is a draft. Please feel free to make it your own however you need to so that it makes sense for the level of your relationship.  If you haven’t updated them recently on progress, you might want to stick a couple of sentences in there about the project that shows progress. If you could cc me on your correspondence, I can make sure that it is routed over here and we can have the extension done quickly.**

Draft Extension Request Email

Here is a draft email you can send to your program officer requesting the no cost extension.  If you haven’t been in touch with her recently, you might want to provide a brief update and then

Dear <Program Officer>,

Greetings from West Virginia University!

I am writing this morning to request a no-cost extension on grant (insert grant reference number here).  While we have made spent $xxx,xxx of the funds provided, we still have some pending invoices and adjustments that need to clear our internal accounts. Since it is the holidays, I am doubly concerned that vacations will further slow the process.  I would like to extend the term of our grant to xx/xx/xxxx so that these expenses can be reconciled against the fund.  Thank you for your consideration of my request.

Sincerely,

XXX