[NGO Logo]

[Date]

[Title] [Name of Donor Contact]

[Donor Contact Position]

[Donor Name]

[Donor Address Line 1]

[Donor Address Line 2]

[Donor Address Line 3]

 RE : [NGO Name] Grant

 [Project Title or Grant Number]

Dear [Name of Donor Contact],

I am writing to request an extension of [grant number and/or name] to [date of requested extension]. The current end date of the grant is [current grant end date].

The primary reason for the extension concerns [detailed main reason for extension]

Additionally, the grant extension will allow us to [additional reasons to extend the grant]

The grant has been enormously successful, and the investment made thus far in this project has had a demonstrable impact in strengthening the field. Our challenge now is to move forward into the next stage, seeking to strengthen existing impacts and further consolidate their usefulness and effectiveness.

Towards this end, we plan to submit to you soon a final narrative outlining what we have learned from the grant thus far. We then hope include with that a supplemental proposal for activities and budget going forward. We anticipate the supplemental proposal would be roughly proportional in size to the original one.

Please let us know if this approach makes sense.

I look forward to hearing from you soon.

 Best regards,

 [Name]

 [Position]

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