**Organization**

**Contact person and title**

**Street address**

**City, IN ZIP**

Holly Loper

Indiana Housing and Community Development Authority (IHCDA)

30 South Meridian St., Suite 900

Indianapolis, IN 46204

Dear Holly,

I am writing on behalf of **ORGANIZATION**, with reference to our existing contract **AWARD NUMBER** with the Indiana Housing and Community Development Authority. We are requesting an extension of the original contract, expiring **ORIGINAL CONTRACT EXPIRY DATE**, with an updated expiration date of **REQUESTED EXPIRATION DATE**.

**[PLEASE INCLUDE REASONS FOR EXTENSION AND UPDATED TIMELINE]**

Sincerely,

**NAME**

**TITLE**