Date: xx/xx/xxxx

Re: Extension of startup funds

Dear Dr. Pavlovic,

I am writing to request an extension of my Startup Funding on account xx-xxxx-xxxx with a current free balance of $xx,xxx. While I am actively working on expending these funds, I have not yet exhausted them because………..

I do, however, have the following plans to continue to use these funds going forward in the following manner:\*\*\*

* A
* B
* C

I have used my startup funding throughout my time at UT to grow a productive research program. These funds are critical for my future plans and will contribute to building a productive and creative research environment. Thank you for considering my request to extend the use of my startup funds.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This request has been reviewed and carries the approval of the Molecular Bioscience Chair.

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Molecular Bioscience Chair – Dan Leahy

\*\*\*Please note the justification for an extension request can not be used for a “rainy day” fund.\*\*\*