**[Your LEA’s letterhead]**

**[Date]**

Office of Federal Programs and Strategic Funding

Office of the State Superintendent of Education

1050 First St. NE

Washington, DC 20002

Dear OSSE Grant Manager,

**[Insert LEA name]** is writing this letter of rationale to accompany its **[insert grant name]** Amendment **[insert EGMS amendment number]**.Below are the line items that were added, removed, or changed from the original grant application/previous amendment, along with the rationale behind each.

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| --- | --- | --- | --- | --- | --- |
| **Budget Category (Salaries & Benefits, Professional Services, etc.)** | **Program Category (Instruction, Support Services, etc.)** | **Name/Item**  | **Amount in original application or previous amendment** **(put $0 if a new item to the budget)** | **New amount in current amendment (put $0 if item was removed from the budget)** | **Describe the proposed budget addition, removal, or change in further detail and the rationale behind it.** |
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Please let me know if you have any questions about the amendment.

Sincerely,

**[Your name]**

**[Title]**

**[Email address]**

**[Phone number]**