**Sample Letter Template:**

**Subrecipient Request for Advance of Funds**

*(Attach signed letter from Subrecipient to Outgoing Subaward request)*

Date

To PI at UI [Enter UI PI Information]

Dear XXX,

[Name of Subrecipient] does not have sufficient working capital to start the proposed subaward project which we have been discussing. We are therefore requesting an advance of funds to work on this project. We are a financially constrained non-profit organization and do not have backup funds to cover start up costs or to hire staff without an advance of funds. [Edit as appropriate for Subrecipient]

Therefore we urge you to consider our request for approval to receive funding in advance for this project.

Thank you for your consideration of this request.

Sincerely,

[Signature, Name, Title of Subrecipient Authorized signatory]  
(e.g. Chancellor, Vice Chancellor, CEO, President or Treasurer of XXXX)