**Prior Approval Organization Name Change: Cover Letter Template**

*Please review these instructions before using the template for a prior approval request for an organizational name change.*

*To fill out the template, please use the text boxes to add information specific to your request.*

*If you have any questions about this template, please contact the Grants Management Specialist for your award.*

*Delete this page before submitting your request.*

*Click to enter a date.*

Centers for Disease Control and Prevention

Office of Grant Services

**Re:** *Enter Award Number: (e.g. NU50CK000XXX)*

**NOFO Number and Title:** *Enter NOFO Number and Title*

Dear Grant Management Specialist:

This letter is to request prior approval for an Organization Name Change for the Notice of Award listed above. The name of the organization has changed from *Click here and enter the previous organization name* to *Click here and enter the new organization name* as of *Click here and enter the effective date*. The new name is updated in SAM.gov and has the same Unique Entity Identifier (*Click here and enter the UEI number*).

If you have any questions regarding this request, please feel free to contact *Click here and enter the contact name, number, and email.*

Sincerely,

*Click here and enter name of authorized organizational representative*

Authorized Organizational Representative