*[Date Centered]*

Christopher B. Smith

Federal Emergency Management Agency

Director, Individual Assistance Division

500 C Street, SW

Washington, DC 20472

Reference: Lost Wages Assistance Closeout and Liquidation Periods

Extension Request

Disaster No.: FEMA-DR-[XXXX]-[XX]

Closeout/Liquidation Periods: [March 28, 2020 to June 27, 2021 *(if POP extended, enter current date)*]

Assistance Listing: 97.050

Award No.: [XXXX]DR[XX]SPLW

Dear Director Smith:

The Closeout and Liquidation Periods (CLP) for Other Needs Assistance (ONA) supplemental payments for lost wages awarded under the above referenced award number currently end on [June 27, 2021 *(if Period of Performance was extended, enter current CLP end date)*]. This letter requests an extension to the CLP on behalf of *[insert state/territory/DC Name]*.

Length of Extension Requested:

*(Extensions can be requested for 1 month, 2 months, or 3 months. No more than 3 months total will be authorized.)*

Justification:

*(Provide justification as to why an extension is necessary. Include specific reason(s) why additional time is necessary.)*

We appreciate your consideration and look forward to confirmation that we may proceed as requested.

Sincerely,

Sender’s Signature Block