

DATE

Dear Dr.
.....
Research Group
TUBITAK

Research Support Programs Department, Head of Group,

In the 1st Period Budget transferred in my project under the title “.....”and no “.....”supported by your group, stated under (machinery equipment /consumable/ service procurement) item needs to be amended because of The type of expense proposed instead of this procurement will be..... This amendment is kindly submitted to your information and approval to be assessed in the framework of article 8.2 of project contract.

Kind regards,

..(name).....

(signature)

__ / __ / ____