[Organization Letterhead]

[Date]

**Electronic Submission via Submittable**

Joy Place Center

1700 Joy Center Drive

Baltimore, MD 21215

Maryland Department of General Services

Capital Grants and Loans Program

301 West Preston Street

Baltimore, MD 21201

**RE: Administrative Fix/Correction Request for [Grant # - Project Name/Description]**

Capital Grants and Loans Program:

The [Legal Name of Grantee] – [Employer Identification Number (EIN)] is requesting a [Grantee Name or Project Name/Description] change for the Maryland Capital Grants and Loans Program. [Legal Name of Grantee] request that the [Original Grantee Name or Project Name/Description] be changed from “Happy Place Center” to “Joy Place Center”. The [Legal Name of Grantee] requests this change for the following reason [Justification/reason for the requested change].

We have attached relevant documentation to support this change.

Thank you for your assistance.

Sincerely,

Jane Smith, President/CEO

CC: Maryland Department of Budget and Management (DBM)

Maryland Department of Legislative Services (DLS) Office of Policy Analysis