***Date***

**Dr. Steven Leslie *or Ms. Amy Shaw Thomas (for Health Affairs)***

Executive Vice Chancellor for **Academic *(or Health - Interim)*** Affairs

The University of Texas System

601 Colorado Street

Austin, Texas 78701

Re: Request for Agenda Item to Increase the Total Project Cost for ***(Project Name)***

***Dear Dr. Leslie (or Ms. Thomas)***:

I request that an item be placed on the agenda for the ***Date*** Board of Regents’ Meeting for an increase to the total project cost (TPC) of the ***Project Name*** project in the amount of ***$000,000***, from ***$000,000*** to ***$000,000***

The revised Total Project Cost and funding sources proposed are:

|  |  |  |
| --- | --- | --- |
|  | **Current Funding** | **Proposed Funding** |
| Funding Source | $ | $ |
| Funding Source | $ | $ |
| Funding Source | $ | $ |
| Funding Source | $ | $ |
| Total Project Cost | $ | $ |

***(Justification for increase)***

The current project schedule, following the *(****Insert Month and Year)*** Board approval, plans to commence construction in *(****Insert Month and Year)***, with substantial completion in ***(Insert Month and Year)***.

The appropriate investment metrics for the project to be included in the agenda request are as follows:***(list at least two (2) attainable & measurable investment metrics here)***

*REQUIRED FOR NEW CONSTRUCTION UNLESS PROJECT HAS ALREADY REACHED DD*

Your assistance in this matter is greatly appreciated.

Sincerely,

**(Name)**

President

xc: ***Project Champion***

***Institution Representative***

Mr. Stephen Harris

Ms. Lori Kneisly