

**CONTRACT AGREEMENT EXHIBIT E
ATTACHMENT 15**

INSTRUCTIONS: This is a sample letter that should be put on the individual superior court letterhead and included with the Courts Request for Budget Modification.

Insert Date

Ms. Shelly La Botte
California's Access to Visitation Grant Program Coordinator
Judicial Council of California
Operations and Programs Division
Center for Families, Children & the Courts
2860 Gateway Oaks Drive, Suite 400
Sacramento, California 95833

Dear Ms. La Botte:

I am writing to request approval for a budget modification for our Access to Visitation [insert name of the courts AV program here] for Fiscal Year [insert FY here]. The grant program is administered by the Superior Court of [insert County here]. We are requesting permission to move the court and/or subcontractor budget line item amount of [insert amount], which is listed under "Training and Travel" for our supervised visitation monitors, to the "Salaries and Benefits" line item. We have enclosed for your review and approval the required budget justification revision form that outlines the reasons for budget modification, as well as the revised court/subcontractor budget forms and budget narrative changes.

If you have any questions or need additional information, please feel free to contact me at [insert phone number and email address here].

Sincerely,

Shelly Smith
Family Court Services Director