

Sample Renewal and Amendment Letter for Memorandums Of Understanding Associated With Applied Learning Experiences

DATE
NAME
TITLE
ADDRESS

Re: Letter Agreement entered into between the Board of Regents of the University System of Georgia by and on behalf of (Name of University) (hereinafter referred to as the "University") and (Name of Facility) (hereinafter referred to as the "Facility") last dated (Insert Date), (Insert the words "as amended" and/or "renewed" without the quotations if the agreement has been previously amended or renewed), to provide applied learning experiences for the (Insert University's Name)'s students

Dear (Insert Name of Facility person) :

Pursuant to paragraph (Insert applicable letter agreement paragraph number which will generally be paragraph 8) of the letter agreement referenced above, the University hereby elects to renew and extend the term of the Agreement for (Insert Number of Years not to exceed three years) additional year(s) from _____, 199__ to _____, 199__ with the following amendment(s):

(1) Paragraph (Insert paragraph number) of the above identified letter agreement is hereby amended as follows:

(Delineate the language in this paragraph that is to be deleted and the language that is to be added in lieu thereof).

(2) Paragraph (Insert paragraph number) of the above identified letter agreement is hereby amended as follows:

(Delineate the language in this paragraph that is to be deleted and the language that is to be added in lieu thereof).

It is understood and agreed that all terms and conditions forming a part of the original Agreement, (Insert the words "as previously amended" and/or "renewed" without the quotations if the agreement has been previously amended or renewed), as well as the above stated amendments of Paragraphs (Insert paragraph number) and (Insert paragraph number), shall remain in full force and effect during the period of renewal.

Please indicate your approval of the renewal, extension and amendment(s) as indicated above by signing below and returning one fully-executed original of this letter agreement to (Insert Name and address). You may retain the other fully-executed original for your files.

AGREED TO AND ACCEPTED BY:

THE BOARD OF REGENTS OF THE UNIVERSITY
SYSTEM OF GEORGIA BY AND ON BEHALF OF
(Insert Institution Name) UNIVERSITY

FACILITY

President

Date

Name:
(Please Print)

Date

Title: