

**Sample Renewal Letter For Amended 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 generally will 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 \_\_\_\_\_, 200\_\_ to \_\_\_\_\_, 200\_\_.

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

Please indicate your approval of the renewal and extension 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: