**SAMPLE COMMUNICATION FOR GRANTEES**

[Date]

[Name, Title]

[Agency Name]

[Street Address]

[City, State, ZIP Code]

Dear [Name, Title],

Augsburg College, [GRANT ID NUMBER], as of September 1, 2017, legally will be named “Augsburg University.”

Currently, Augsburg is implementing the following grants from your organization:

* [Grant, grant number, other material/information relevant to communicating change]
* [Grant, grant number, other material/information relevant to communicating change]

The name change was approved by the Augsburg Board of Regents on October 15, 2016, and by the Augsburg Corporation on March 2, 2017, and has been recorded with the Minnesota Secretary of State.

Please update your records to reflect this change and to ensure that Augsburg may continue forward with the program(s) you generously are supporting.

All of our contact information for faculty and staff in Minneapolis and Rochester -- phone numbers, fax numbers, mailing addresses, and websites -- will remain the same.

You can learn more about this change through a portion of our website at <http://www.augsburg.edu/university>. If you have questions, please contact me at [contact information].

Sincerely,  
  
  
[Your Name]

[Title]