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| A black and white logo  Description automatically generated | **Memorandum** |

**Faculty/Institution/Department** ………………………….…  **Tel:** .................................

**Ref:** ……………………/……………………………. **Date:** ………….………

**Subject:** Request for extension of the project certification period

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**To:** Chairperson of the Institutional Animal Care and Use Committee (IACUC) of King Mongkut's University of Technology Thonburi (KMUTT).

I, ………………………........................... …………………........................……, affiliated with …………………… have been certified for the project entitled (title in Thai and English) ………………………………………….……………………………………………………………………………… with this Project number…………………………………………. This project has been certified to use animals for a period of…………year(s) starting from …….……… to ……….…

The said period has now expired but the project is not finished because …...………………

Therefore, I would like to extend the validity period, without increasing the number of experimental animals for a period of .................. months from the date of the specified due date.

Therefore, I would like to request an extension of the project. Please kindly consider this request.

Signature …………….…………………….

 (………………………………………….)

 Principal Investigator/CO-PI/Advisor

 Date: …………/…………/…….

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| --- | --- |
| Signature ...................................................(...........................................................) Head of Department | Signature ...................................................(...........................................................) Dean/Director |