

To: Jay Variyam  
Director, Food Economics Division, USDA

From: [Name]  
[Senior Official Title]  
[Institution]

Subject: Request for Amended Project Agreement between the Economic Research Service, USDA (ERS) and [Institution name] regarding the designation of [institution] staff as agents to perform economic research using FoodAPS data.

I hereby request an amendment to the current project agreement [tracking #] that allows us to access and analyze the agreed upon FoodAPS data sets signed [date of signed agreement].

[Include a summary of the requested change]

Except as herein amended, all other terms and conditions of the agreement will remain in full force and effect.

[Title/Institution]

[Senior Official name]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Director, Food Economics Division, USDA

Jay Variyam

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date