

**EXHIBIT E**  
**ATTACHMENT 15 A**

**Instructions: This is a sample letter that should be put on the individual court letterhead and included with the Request for Contract Budget Revision form.**

Insert Date]

Ms. Shelly La Botte  
Access to Visitation Grant Program Manager  
Judicial Council of California  
Administrative Office of the Courts  
Center for Families, Children & the Courts  
455 Golden Gate Avenue  
San Francisco, California 94102-3688

Dear Ms. La Botte:

I am writing to request approval for a budget modification for our *Access to Visitation Kids are Kids Program* for Fiscal Year [insert year here]. The program is administered by the Superior Court of [insert county name here] County. We are requesting permission to move the budget line item amount of [insert amount], which is listed under “Contractual/Consultant” for our supervised visitation monitors, to the “Salaries and Benefits” line item. We have enclosed for your review and approval the required budget justification revision form that outlines the reasons for budget modification, as well as the revised budget forms and budget narratives.

If you have any questions or need additional information, please feel free to contact me at [insert number].

Sincerely,

Shelly Smith  
Executive Director, Kids are Kids Grant Program