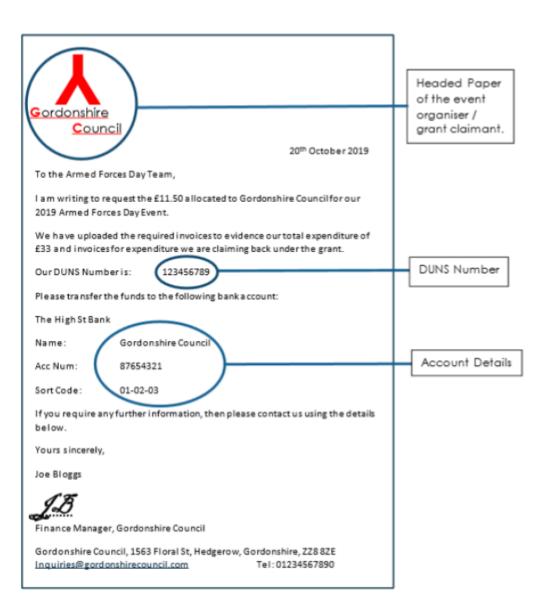
## **Example Cover Letter**



On the left is an example cover letter to assist you in putting your own one together. It doesn't have to look identical to this, but it needs to contain the information highlighted and state the grant amount you are claiming.

The letter must be on headed paper. Councils should already have this but for businesses that don't, your company name, logo and address across the top will suffice.

Make sure it includes your **DUNS number**, as this is essential for paying the grant. Every business has one, but if you cannot find it or need to re-register, you can do so on the DUNS website:

## https://www.dnb.co.uk/duns-number.html

Finally, list your account details including details of the bank and any relevant account specific information.

Make sure the document is signed and dated and uploaded into the 'Cover Letter' heading in the Payment section of the Armed Forces Day Grant webpage (this is the same webpage you used to initially apply for the grant).