


Example Cover Letter

 **Gordonshire Council**

20th October 2019

To the Armed Forces Day Team,

I am writing to request the £11.50 allocated to Gordonshire Council for our 2019 Armed Forces Day Event.

We have uploaded the required invoices to evidence our total expenditure of £33 and invoices for expenditure we are claiming back under the grant.

Our DUNS Number is: **123456789**

Please transfer the funds to the following bank account:

The High St Bank

Name: **Gordonshire Council**


Acc Num: **87654321**

Sort Code: **01-02-03**

If you require any further information, then please contact us using the details below.

Yours sincerely,

Joe Bloggs


Finance Manager, Gordonshire Council

Gordonshire Council, 1563 Floral St, Hedgerow, Gordonshire, ZZ8 8ZE
inquiries@gordonshirecouncil.com Tel: 01234567890

Headed Paper of the event organiser / grant claimant.

DUNS Number

Account Details

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).