GRANT RECEIVED THANK YOU LETTER

(SAMPLE ONLY)

[Club]

[Address]

[Suburb]

[City / town, postcode]

[Address]

[Address]

[Address]

[Date]

Dear [Trustees]

Reference: [grant #]

I notice that we received a grant from [Funder] on [day month] for $[xxx]. On behalf of [Name of club], thank you so much for helping us to make a difference in our sport. An official receipt for your grant has been included.

Your grant will go towards [list purpose].

We have so far acknowledged [Funder]’s support by [list where].

I will write to you again with the final accountability report and copies of invoices and our bank statements when they are ready.

Thank you once again for your support.

Yours sincerely,

Name

[President, Administrator]

[Name of club]