GRANT ACCOUNTABILITY LETTER

(SAMPLE ONLY)

[Club]

[Address]

[Suburb]

[City / town, postcode]

[Address]

[Address]

[Address]

[Date]

Dear [Trustees]

Reference: [grant #]

We enclose the invoices and bank statements relating to the funding we have received on [day month].

As a result of the funding we received from [Funder], [Name of club] was able to [list outcomes].

We were able to acknowledge [Funder]’s support by [list where].

 [Funder]’s support of [Name of club] is very much appreciated and it has made a significant impact on growing participation rates further in the sport of squash in [area].

Should you require any further information please do not hesitate to contact our Secretary on [number] or email [address].

Yours sincerely,

Name

[President, Administrator]

[Name of club]