**Disbursement request n° <…>**

Date of the disbursement request <…>

To the attention of <*fill in project name and project manager's name* >

Reference number of the agreement: <*fill in the number of the Grant Agreement* >

Name and address of the contractor: <>

Period covered by the disbursement request: < >

Dear Madam, Dear Sir,

I hereby ask you for the disbursement of instalment n° [advanced financing] *or* [the balance] under the above-mentioned agreement.

The amount requested is: <fill in the amount > euros

Please find the following supporting documents in attachment: *(at least those mentioned in the agreement)*. **For the disbursement request to be approved, all required documents must be attached..**

For instance:

* Execution report
* Reviewed operational planning
* The copy of all invoices for the period
* Bank statement for the period

The disbursement must be made into the bank account referred to in Art. xx of the agreement.

I declare on honour that the information in this disbursement request is complete, sincere and exact, that the costs presented can be considered eligible in conformity with the provisions of the agreement and that this disbursement request is backed by supporting documents that can be controlled.

Yours truly,

<signature>