**Payment request - FRAME, VOICE, REPORT!**

<Date of the payment request >
For the attention of
<address of the partner organisation>

Id number of the Grant: *insert text*

Title of Action (in English): *insert text*

Name and address of the Grant Holder (organisation): *insert text*

Payment request number: [1 or 2] (*choose a number)*

Dear Sir/Madam,

I hereby request a further pre-financing payment under the Contract mentioned above.

The amount requested is 80 % of the total granted amount:

The amount granted: XX €

Requested amount: XX €

The payment should be made to the following bank account: <give the bank name and account number>

***Declaration on honour***

***I hereby certify that the information contained in this payment request is full, reliable and true, and is substantiated by adequate supporting documents that can be checked.***

***I hereby certify that the costs declared have been incurred in accordance with this Contract and that they can be considered as eligible in accordance with the Contract.***

Yours faithfully,

< Signature >
Shall be signed by the organisation’s legal representative as defined when applying for the Grant