**(TO BE SUBMITTED ON COMPANY’S HEADED PAPER)**

The Manager

Grants Administration

IDA Ireland

Three Park Place

Hatch Street Upper

Dublin

D02 FX65

Date

Dear Sir/Madam

Re: [State Name of Company]

 Letter of Offer Dated:

 Project No:

In accordance with the above contract under which a Lean Plus was approved, we hereby apply for a grant instalment of €………..

The costs included in this claim have been paid to date, are exclusive of VAT, Employer’s PRSI and are in accordance with the books and records of the company.

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|  | **Fees** |
|  |  |
| Expenditure per this application |  |

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Foreign currency amounts have been converted to € using the rate of exchange at the date of payment and thus represent the actual € cost paid.

The information contained in this claim documentation is true, accurate and complete and all copies of invoices and proof of payment provided are a true copy.

Copies of consultant’s invoice, most recent payslips and bank statements and/or credit card statement are attached.

Yours faithfully,

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Signed by the Managing Director or 2 Directors