

Example Letter of Support re match funding

Please note this example project would need 3 letters to evidence £500 match-funding: one for the £400 hall hire, and one each for the £50 donated refreshments.

<On Headed Notepaper>

Batchley Community Hall
Batchley Lane
Redditch R12 4RG
Email contact@BatchleyCommunityHall.co.uk

Dear Reimagine Redditch,

I write to confirm that I have offered the Japanese Community Association 2 days free hall hire, worth £400, for their Cultural Day and run-up events. These would usually cost £200pd.

Please do not hesitate to contact me for further details.

Best wishes

Ms A. N. Other-MadeupName
Chair, Batchley Community Hall