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Direct line **GRO-C**

Ms Ann Hithersay
The Eileen Trust
PO Box 627
London
SW1H 0QG

Our ref: VOF 0907/02A

6 September 99

Dear Ms Hithersay

SECTION 64 CORE GRANT 1999-2000

Further to Charles Lister's letter of 14 June 99 I am writing to let you know how your grant will be paid.

For each financial years ending 31 March the grant will be paid in quarterly instalments in the month's of April, July, October and January. However the exact timing is at the Department's discretion.

Your first two instalments should be paid over the next few days.

All payment notifications for this grant will quote the reference: "**S64 Grant VOF 0907/02A..**". Please quote this reference if you contact the Finance Administrator (**GRO-C**) about the payments or accounts. You may wish to show a copy of this letter to your finance officer so that he/she can identify the payments when received.

In the unlikely event that you do not receive the appropriate instalment by the 18th of the relevant month, please contact me on the above number as soon as possible.

Yours sincerely

GRO-C

Mr Dilesh Vadgama.
SC2 - Grants Administration Unit