**Covering letter for application to local trust template (branch grantmaking programme)**

*Use this template as a covering letter to be sent with a completed trust application form. Copy the text onto your* [*MS Society branch letter template*](http://volunteers.mssociety.org.uk/resources/840) *and add the necessary information.*

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| DateNameAddressDear [Name],**Application to fund support grant programme**Please find enclosed an application on behalf of the [name of branch] branch of the MS Society requesting a grant of £ [amount] to help fund our vital support grant programme for people affected by multiple sclerosis (MS).As Lead Support Volunteer [role] for the branch, I am very aware of the real difference that the ability to be able to respond promptly and positively to appropriate requests for financial help can make, especially at times of crisis. [Quote from MS nurse, previous grant recipient or similar]A grant from the [name of trust] Trust would make such a difference to the branch as we strive to in these times of austerity reach out to help even more people affected by MS across the [town/city/borough]. If you have any questions, or would like any further information about this application, please do not hesitate to contact me.Yours sincerely,NameRoleBranch nameTelephone numberPlease reply to [address of person sending application]  |