

# 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](#) and add the necessary information.

Date

Name  
Address

Dear [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,

Name  
Role  
Branch name  
Telephone number

Please reply to [address of person sending application]