(Beneficiary Organisations Details)

Company Name

Physical Address

Telephone Number

Email

Date

(Measured Entity’s Details)

Company Name

Physical Address

Telephone Number

Email

Dear (Contact Person’s Name)

RE: Acknowledgement of Supplier Development/Enterprise Development Support received

I’m writing to confirm the receipt of Supplier Development/Enterprise Development in the form of (Select one of the following) (Grant Contribution, receipt of product or services paid for by (Name of measured entity), free rent space, use of electricity, water, stationery etc., discounts in addition to normal business practice (discount to be disclosed), Interest free unsecured loan, standard loan, the company stood as guarantor, a loan at a lower interest rate (Stipulate interest rate used), Investment, agreed to a lower dividend that is x% lower than the normal dividend. This was as per the supplier development/ enterprise development agreement signed and entered into on (date).

The contribution was received on (Date) OR the balance on our loan account as at (Date) was (Rx.xx).

I, hereby, also confirm that through the assistance provided that we were able to create jobs. (If applicable).

I can also confirm that the company has graduate from an enterprise development beneficiary to a supplier. We confirm that the first purchase took place on (date) and we have attached our first invoice to this letter. (If Applicable)

Thank you for the assistance received.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Beneficiary (Input beneficiary name under line)