Professor Sergej Zilitinkevich

[Official Letterhead of Organisation]

Coordinator, Erasmus+ 561975 ECOIMPACT Project

Research Director, Division of Atmospheric Sciences

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Dear Professor Zilitinkevich,

In order to implement the Grant Agreement 2015-3320/001–001 for the action “Adaptive learning environment for competence in economic and societal impacts of local weather, air quality and climate” (ECOIMPACT, Project reference number 561975-EPP-1-2015-1-FI-EPPKA2-CBHE-JP) the [full official name of the partner institution] hereby is requesting to transfer the total of:

***[amount] EUR*** under the project Task 8.3 – To purchase the required equipment and software,

comprised by

*[amount] EUR* for purchasing [quantity] [name of the item]

[(detailed specification)]

*[amount] EUR* for purchasing [quantity] [name of the item]

[(detailed specification)]

*[amount] EUR* for purchasing [quantity] [name of the item]

[(detailed specification)]

to the following account:

|  |  |
| --- | --- |
| Account name and address |  |
| Bank name and address |  |
| Account number |  |
| IBAN |  |
| SWIFT |  |

Yours truly,

[Name of Legal Representative]

[Position of Legal Representative]

Signature and stamp

[Place]

[Date]