**Template**

**Written confirmation of the contributions**

**issued by partnering business corporation**

(please use the company letterhead, if available)

This is to confirm that our company donates HK$ in cash/in kind\* (*Please specify the details of donation-in-kind* ) to (*name of applicant welfare organisation*) for the project named (*name of the service project*) and agrees to the application for a matching grant of the Partnership Fund for the Disadvantaged. A copy of our business registration certificate is attached for your reference.

Should further information be required, please contact (*name and post of the contact person*) at ­ (*telephone no.*).

|  |  |  |
| --- | --- | --- |
|  |  |  |
| (company chop here if company letterhead is not available) | Signature： |  |
| Name： |  |
| Post： |  |
| Telephone no.： |  |
| Date： |  |

\*delete as appropriate

**範本**

**伙伴商業機構捐贈**

**書面證明**

（如有，請使用印備公司商標的信箋）

本公司現捐贈港幣$ 現金／實物\*（*請詳述捐贈實物的內容*  ）予 （*申請福利機構名稱*）舉辦 （*服務計劃名稱*），及同意為此申請攜手扶弱基金的配對基金。現附上本公司的商業登記證副本以供參考。

若有進一步查詢，請致電 （*電話號碼*）與 （*聯絡人姓名及職位*）聯絡。

|  |  |  |
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|  |  |  |
| （如沒有公司商標的信箋，  請在方格內蓋上公司蓋章） | 簽署： |  |
| 姓名： |  |
| 職位： |  |
| 電話號碼： |  |
| 日期： |  |

\*刪去不適用的部分