

ANNEX V

Payment request for Grant Contract

European Union external actions

<Date of the payment request>

For the attention of

<address of the Contracting Authority>

<Financial unit/section indicated in the Contract>¹

Reference number of the Grant Contract:

Title of the Grant Contract:

Name and address of the Coordinator:

Payment request number:

Period covered by the payment request:

Dear Sir/Madam,

I hereby request < a further pre-financing payment/payment of the balance > under the Contract mentioned above.

The amount requested is < according to the Option indicated in Article 4(1) of the Special Conditions of the Contract/the following: ... >.

Please find attached the following supporting documents:

- expenditure verification report or detailed breakdown of expenditure (if required by Article 15.7 of the General Conditions of the Contract)
- financial guarantee (if required by Article 4 of the Special Conditions of the Contract)
- narrative and financial interim report (for further pre-financing payments)

¹ Please do not forget to send a copy of this letter to the entities mentioned in Article 5(1) of the Special Conditions of the Contract, if any.