



Non-Government Organization
Hong Kong

SAMPLE LETTER

TO BE ISSUED WITH GF179A

Please use organization's
official letterhead

BY POST

Insert date here

[DATE]

The Secretariat to the
Enhancing Self-Reliance Through District Partnership Programme
21/F, China Overseas Building
139 Hennessy Road
Wan Chai, Hong Kong

Dear Sir / Madam,

Insert project name and the
assigned project number here

**Re: [Project Name and project number]
Payment Arrangement**

Enclosed please find the following document / form for your arrangement of payments for the captioned project:

- a. A duly completed 'Authority For Payment To a Bank (GF179A)' Form; and
- b. a copy of the first page of the bank passbook showing the account name and number..

Thank you.

Yours faithfully,

[Name of Authorized Person]

[Title of Authorized Person]

Remember to attach the
required documents

Encl.