



TRAFFORD
COUNCIL

Nicola Bishop ACA
Corporate Director of Finance
Trafford Council
PO Box 542
Sale M33 0GD

<p><<BusinessName>> <<ContactAddress>></p>	<p>Your billing number: <<AccountRef>> Please tell us this when you pay.</p> <p>Date: 2 April 2020</p> <p>To contact the Business Rates Section:</p> <p>Phone: 0161 912 2346 E-mail: business.rates@trafford.gov.uk</p>
<p>Property address the bill relates to: <<PropertyAddress>></p>	

Dear Sir or Madam

National Non-Domestic Rates Business Grants Fund for Retail, Hospitality and Leisure

The Chancellor has announced a number of measures to support businesses, one of which is the award of business grants of £10k to eligible businesses with a rateable value up to & including £15k and £25k to eligible businesses with a rateable value over £15k and less than £51k. Our records indicate that you are eligible to receive one of these grants.

This is a grant which does not have to be repaid. The grant is intended to help businesses meet their on-going costs. There are no conditions attached to receiving this money. As your business falls within one of the eligible criteria, you are eligible for this payment. In order to send you this money, the Council will need your bank account details.

Please provide your bank details online at <http://www.trafford.gov.uk/BusinessRatesGrant> this will help us process the grant as soon as possible.

The Council has re-deployed staff from other parts of the organisations so we can get this payment out to you as soon as possible. We aim to make payments in April to all those businesses who have provided their bank details. It would therefore assist us if you could return the form as soon as you can so we can achieve this.

Yours faithfully

Nicola Bishop ACA
Corporate Director of Finance