



Australian Government

Department of Agriculture, Fisheries and Forestry

Reference: [IGACEP###]

[TITLE] [FIRST NAME] [SURNAME]
[BUSINESS NAME]
[ADDRESS]
[CITY/TOWN] [STATE] [POSTCODE]

DEAR [TITLE] [SURNAME]

This is further to the Funding Deed (two copies) and Deed of Undertaking with [GRANTEE BUSINESS NAME] for the Tasmanian Forests Intergovernmental Agreement Contractors Voluntary Exit Grants Program that were sent to you.

We have received from you:

- Both original copies of the Funding Deed signed for and on behalf of [GRANTEE BUSINESS NAME]
- Deed of Undertaking signed by the nominated individuals of [GRANTEE BUSINESS NAME]
- A tax invoice for the first milestone payment, and
- Additional information required to demonstrate that [GRANTEE BUSINESS NAME] has met the condition(s) precedent.

The Commonwealth signed and executed the Funding Deed with [GRANTEE BUSINESS NAME] on [## MONTH 2012]. We have kept one copy of the executed Funding Deed and enclose the other copy for your records.

The terms and conditions of the Funding Deed and the Deed of Undertaking became legally binding on execution of the Funding Deed.

The first milestone payment (75 per cent of the total approved amount) to [GRANTEE BUSINESS NAME] is being processed in accordance with the terms and conditions of the Funding Deed.

The terms of the Funding Deed require [GRANTEE BUSINESS NAME] to meet a number of conditions in order to receive the second milestone payment (25 per cent). An information pack will be sent to you shortly on Milestone 2 submission requirements. Please wait until you receive this information pack before making a submission.

If you have any questions about the program please contact the program helpdesk on 02 6272 5079.

Yours sincerely

Program Manager
Tasmanian Forests Intergovernmental Agreement
Contractors Voluntary Exit Grants Program

[MONTH] 2012