

To
 Oliver Emmes
 FORUM SYNERGIES aisbl
 Rue de Sceptre 10
 B-1050 Bruxelles

Your name and address

Date.

Occasion: FS SCHOLARSHIP

Trainee for "organisation", country, duration -

Receipt 1 ¹		
Receipt 2		
Receipt 3		
Receipt 4		
Receipt 5		
Receipt 6		
Receipt 7		
	total	

After having provided all original documents (all tickets, receipts, boarding passes) I hereby kindly ask Forum Synergies for reimbursement of expenses as according to in the financial plan and contract .

Please pay the total amount of xxx € to the following banc account:

IBAN	
BIC/ SWIFT	
Name of the banc	
Name of the account holder	

Signature, date

.....,

¹ All mentioned original documents added to this letter