

**SAMPLE: Request for Disbursement of Grant Funds  
(On Grantee's letterhead)**

John P. Donnelly, Executive Director  
Wildlife Conservation Board  
Mailing address: P.O. Box 94244-2090  
Sacramento, CA 94244-2090

Dear Mr. Donnelly:

PROJECT NAME  
WCB Project ID  
GRANT NUMBER

This is to serve as a request for the deposit of grant funds into the Grantee's escrow in connection with the subject acquisition project.

Name and Address of Grantee

Number of Grant Agreement

Dollar amount of disbursement

Name, address and telephone number of the title company of escrow holder, and the escrow account number to which the grant funds will be disbursed.

Statement by grantee that all other funds needed for completion of acquisition of the real property have been secured and have been or will be deposited to escrow at or about the same date as the requested grant funds.

If you have any questions with respect to this request, please contact \_\_\_\_\_  
at \_\_\_\_\_.

Very truly yours,

Grantee