*This document includes the* ***minimum content*** *to be provided in the cover letter for the submission of the Final Report of the Programme Support Action – Member State. It include fields that should be adapted to your own situation (highlighted in blue and grey below). For the Final Report to be considered as admissible, this cover letter must be signed by the authorised representative of the beneficiary Member State and include two annexes: the Final technical report and the final financial statement. Please note that a Certificate on the Financial Statement may also be required in line with Article II.23.2 of the Grant Agreement.*

**TEMPLATE FOR**

**COVER LETTER FOR SUBMISSION OF FINAL REPORT – PSA Member State**

Innovation and Networks Executive Agency

W910, Avenue du Bourget, 1

B-1140 Brussels

Belgium

To [E-mail address indicated in Article 6.2 of the GA]

[*Insert name and address of beneficiary (Letterhead)*]

[*Insert* *place and date*]

**Subject: Submission of Final Report - [*Insert the Action code and exact title of the Action*]**

Dear *XX*,

In accordance with Article II.23.2 of the Grant Agreement, I hereby submit the Final Report of our Programme Support Action n° 2016-PSA-*XX*, composed of the following annexes:

* [Final report for Member State Programme Support Action - (MS PSA)](http://ec.europa.eu/inea/sites/inea/files/cefpub/modelfinalreportprogrammesupportaction-psa.docx)
* [Financial statement - final report for Member State Programme Support Action - (MS PSA)](https://ec.europa.eu/inea/sites/inea/files/cefpub/model_financialstatement-finalreportprogrammesupport_action-psa.docx)
* *(if applicable)* Certificate on the financial statement

**I hereby certify that:**

**1) the information provided in the request of payment is complete, reliable and true (Article II.23.2);**

**2) the costs declared are real and eligible in accordance with the Grant Agreement (Article II.19), (if applicable) the declared amounts have been converted to euro in line with Article II.23.4 and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27;**

**3) Any receipts referred to in Article II.25.3.2 have been declared.** *(if applicable)* **The total consolidated amount of receipts is** *(please specify)***;**

**4) This certification is based on** *(please choose)*:

**- A certificate on the financial statement dated on XX/XX/202X;**

**- Other form of verification carried out by the Member State** *(please specify)***:**

 *[Signature by the authorised representative of the beneficiary Member State]
[Stamp (optional)]*