



*Bella Vita Canvas*

1402 Jones Street, #325 • Omaha, Nebraska 68102

**Attention:** Customer Service / Accounting

Hello:

I must provide copies of receipts for all items purchased from vendors to satisfy a “performance requirement” for an art grant; and I’m requesting your assistance. Most respectfully, I’m requesting your assistance to complete either Option A or Option B below.

**Option A**

Please provide me copies of all receipts from credit card purchases in the name of Lita \_\_\_\_\_, processed with credit/debit cards ending in the following four-(4) sequence of digits: x1234, x3333, x5555, or x9999.

- or -

**Option B**

As reflected in my attached bank statement, please confirm (via signature block below) charges/debits made via credit/debit cards ending in x1234, x3333, x5555, or x9999, and paid to (your business)

|    | Date of purchase / Debit | Vendor (Your Firm) | Item(s) Purchased (Description) | Amount of Debit / Purchase (\$) |
|----|--------------------------|--------------------|---------------------------------|---------------------------------|
|    | <i>Sample</i>            | <i>Home Depot</i>  | <i>Hammer, Nails, Glue</i>      | <i>\$ 35.89</i>                 |
| 1. |                          |                    |                                 |                                 |
| 2. |                          |                    |                                 |                                 |
| 3. |                          |                    |                                 |                                 |
| 4. |                          |                    |                                 |                                 |
| 5. |                          |                    |                                 |                                 |
| 6. |                          |                    |                                 |                                 |
| 7. |                          |                    |                                 |                                 |

\_\_\_\_\_  
**Authorized Agent of (Vendor) / Date**

Your assistance will enable me to purchase additional items and/or services to satisfy the grant requirements!

Thank you, very much, for your kind assistance.

Sincerely,

**Lita De La Guardia**  
 Artist/Muralista