



## OFFICE OF THE COUNCIL SECRETARY

All correspondence should be addressed to  
The Council Secretary

Civic Centre Mozambique Road  
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Email: [kateleomukonde@yahoo.com](mailto:kateleomukonde@yahoo.com)

Our Ref: KDC/  
Your Ref:

Date: 6<sup>th</sup> August, 2025

The Branch Manager  
Access Bank Zambia  
Katete Branch

Dear Sir/Madam,

### RE: REQUEST FOR DUMMY CHEQUES FOR EMPOWERMENT GRANTS AND LOANS

Reference is made to the above captioned subject.

We kindly write to request the provision of two dummy cheques, one for **Empowerment Grants** amounting to **K2,491,281.04 (Two Million Four Hundred Ninety-One Thousand Two Hundred Eighty-One Kwacha Four Ngwee only)** and another for **Empowerment Loans** amounting to **K3,736,921.56 (Three Million Seven Hundred Thirty-Six Thousand Nine Hundred Twenty-One Kwacha Fifty-Six Ngwee)** from your esteemed institution. These will be used by Katete Town Council during ceremonial presentations to beneficiaries under the Constituency Development Fund (CDF).

Please note that the dummy cheques will be used strictly for display and public engagement purposes, and will not contain any sensitive financial information.

We would greatly appreciate your timely assistance in this matter and look forward to your favorable response.

Yours faithfully,

Ms. Kate Leo Mukonde  
**COUNCIL SECRETARY**  
**KATETE TOWN COUNCIL**

