



**July 2025**

**Duke of Edinburgh Award**

Dear Parent/Guardian,

We hope this message finds you well. We are writing to inform you that there are still outstanding payments for your child's Duke of Edinburgh Bronze Award.

Please be aware that until all payments have been received in full, we will be unable to complete the sign-off process for your child's award.

We kindly ask that all outstanding balances be settled by **Friday, 5th September** to ensure your child can receive their award without delay.

If you have any questions or require assistance regarding payment, please do not hesitate to contact me via email at [sean.wilson@hccmac.co.uk](mailto:sean.wilson@hccmac.co.uk)

Thank you for your support with this matter.

Kind regards,

Sean Wilson  
Duke of Edinburgh Manager