

Charity Grant Expenditure Report

Date: [Insert Date]

To: [Insert Grantor's Name]

From: [Insert Your Charity's Name]

Subject: Expenditure Report for [Insert Grant Name]

Dear [Insert Grantor's Name],

We are pleased to submit our expenditure report for the grant received for [Insert Purpose of Grant] dated [Insert Date of Grant Received]. This report outlines how the funds have been utilized towards the objectives of the project.

Expenditure Summary

| Item | Amount Spent (\$) | Description |
|----------|-------------------|---------------|
| [Item 1] | [Amount] | [Description] |
| [Item 2] | [Amount] | [Description] |

Total Expenditure: \$[Insert Total]

We want to express our gratitude for your generous support. Your contribution has made a significant impact in [briefly describe the impact].

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Charity's Name]

[Your Contact Information]