

Subject: Request for Donation Refund

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for my recent donation of [donation amount] made on [donation date] to [organization name].

Unfortunately, due to [reason for request, e.g., unexpected circumstances, a mistake in the donation amount, etc.], I am unable to continue with my support as originally intended. I understand that donations are usually non-refundable; however, I kindly ask for your understanding in this matter and hope for your assistance.

Please let me know if there are any forms or procedures I need to complete to facilitate this refund.

Thank you for your consideration, and for the important work you do.

Sincerely,
[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]