

# Cancellation Request for Donation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my recurring donation to [Organization Name], which I have been contributing to since [Start Date of Donation]. My donor ID is [Your Donor ID].

Due to [brief explanation of reason, e.g., personal circumstances, financial considerations], I am unable to continue my support at this time. I appreciate the work your organization does, and I hope to resume my donations in the future.

Please confirm the cancellation of my donation at your earliest convenience. Thank you for your understanding.

Sincerely,

[Your Name]