

Official Notice of Charity Refund

Date: [Insert Date]

To: [Donor's Name]

[Donor's Address]

Dear [Donor's Name],

We are writing to inform you that, as per your request dated [Insert Request Date], we have processed your refund for the donation made to [Charity Name] on [Donation Date]. We sincerely appreciate your support, and we respect your decision to request this refund.

The total amount refunded is [Insert Amount] and will be credited back to your original payment method within [Insert Timeframe]. Please allow up to [Insert Timeframe] for the transaction to reflect in your account.

If you have any questions or require further assistance, please do not hesitate to contact us at [Charity Phone Number] or [Charity Email Address].

Thank you for your understanding, and we hope to have your support in the future.

Sincerely,

[Your Name]

[Your Position]

[Charity Name]

[Charity Address]

[Charity Phone Number]

[Charity Email Address]