

# Request for Refund of Charity Gift

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

Dear [Charity Representative's Name],

I hope this message finds you well. I am writing to formally request a refund for a recent donation I made to [Charity Name] on [Donation Date]. Due to unforeseen circumstances, I am unable to continue supporting this initiative as I had planned.

The details of my donation are as follows:

- Donation Amount: \$[Amount]
- Transaction ID: [Transaction ID]
- Payment Method: [Credit Card/PayPal/etc.]

I understand the importance of the work you do and this request is not made lightly. I kindly ask for your consideration in processing a refund. Please let me know if any additional information is needed to facilitate this request.

Thank you very much for your understanding and support.

Sincerely,

[Your Name]