

Refund Application for Fundraising Contribution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for my contribution made to [Organization's Name] on [Contribution Date], in the amount of [Amount].

Unfortunately, due to [brief explanation of reason for refund request], I am unable to support this fundraising effort as originally intended.

I would appreciate it if you could process this refund at your earliest convenience. Please let me know if you require any additional information from my side to expedite this process.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]