

Refund Inquiry for Charitable Contribution

Your Name: [Your Name]

Your Address: [Your Address]

Email: [Your Email]

Date: [Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about a refund for my recent charitable contribution made on [Date of Contribution] to [Charity Name]. The transaction ID is [Transaction ID].

Due to [Brief Reason for Refund Request], I would like to request a refund of my donation in the amount of [Donation Amount]. I understand the policies regarding refunds and appreciate your assistance in this matter.

Please let me know if you require any additional information to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]