

# Reimbursement Request for Charity Support

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request reimbursement for expenses incurred during my recent charity activities organized on behalf of [Charity Name]. These activities took place on [Event Date] at [Event Location].

Below is a summary of the expenses I am seeking reimbursement for:

- **Description:** [Description of Expense]
- **Amount:** \$[Amount]

[Repeat as necessary for additional expenses]

Please find attached the receipts and any additional documentation required for your review.

I appreciate your support and consideration of this request. Should you need any further information or clarification, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization/Group Name]

[Your Address]

[City, State, Zip Code]