

# Request for Charity Donation Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Charity Organization Name]

[Charity Organization Address]

[City, State, Zip Code]

Dear [Charity Organization Contact Name],

I hope this letter finds you well. I am writing to formally request a refund for a donation I made on [Insert Donation Date], amounting to [Insert Donation Amount]. The transaction reference number is [Insert Transaction Number].

Unfortunately, due to [briefly explain reason, e.g., personal circumstances, inability to continue supporting], I am no longer able to contribute as I initially intended.

I would appreciate your assistance in processing this refund at your earliest convenience. Please let me know if you require any further information or documentation to facilitate this request.

Thank you for your attention to this matter. I hope to remain supportive of your important work in the future.

Sincerely,

[Your Name]