

Expenditure Breakdown Report

Date: [Insert Date]

Dear [Donor's Name],

We sincerely appreciate your generous support for our project, [Project Name]. Below is a detailed breakdown of how your contributions have been utilized:

Expenditure Breakdown

Category	Amount (USD)	Description
Program Costs	[Amount]	Details about program expenses.
Administrative Expenses	[Amount]	Details about administrative costs.
Marketing and Outreach	[Amount]	Details on marketing activities.
Miscellaneous	[Amount]	Other relevant expenditures.

Total Expenditure: [Total Amount] USD

Thank you once again for your invaluable support. Should you have any questions or need further details, feel free to contact us.

Warm regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]