

Charity Fund Return

Date: [Insert Date]

[Your Name]

[Your Position]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally submit our fund return for the [specific project or purpose] undertaken by [Charity Name]. As per the regulations and guidelines, we would like to outline the financial activities associated with this project.

Enclosed in this letter, you will find the breakdown of expenses along with the corresponding receipts, as well as our overall financial report for the project duration.

We appreciate the support provided to us and are committed to maintaining transparency regarding the use of the funds. Should you have any questions or require further documentation, please feel free to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Charity Name]

[Contact Information]