

# Letter for Reallocation of Charity Contributions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient Name]

[Recipient Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inform you of a recent decision regarding the allocation of our charity contributions. After careful consideration, we have decided to reallocate our contributions from [Original Charity/Program] to [New Charity/Program].

This decision was made based on [reason for reallocation, e.g., changing community needs, alignment with mission, etc.]. We believe that this new direction will allow us to make a more significant impact.

We appreciate the work that [Original Charity/Program] has done, and we will continue to support their efforts in the future. However, we are confident that our new focus will be beneficial for the community.

If you have any questions or need further clarification, please feel free to reach out to me at [Your Phone Number] or [Your Email]. Thank you for your understanding and support in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title, if applicable]

[Your Organization, if applicable]