

Refund Request Confirmation

Date: [Insert Date]

Dear [Donor's Name],

Thank you for your generous contribution to [Charity Name]. We appreciate your support in helping us achieve our mission.

We have processed your request for a refund of your contribution made on [Insert Contribution Date]. Your contribution in the amount of [Insert Amount] will be refunded to you within [insert timeframe].

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you again for your support.

Sincerely,

[Your Name]

[Your Title]

[Charity Name]

[Charity Address]

[Charity Contact Information]