

# Reimbursement Request for Charity Funds

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Charity Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request reimbursement for expenses incurred during the [event/fundraising activity name] held on [date of event]. As per our agreement, I have attached the necessary receipts and documentation to support my request.

The total amount for reimbursement is [total amount]. The details of the expenses are as follows:

- [Description of expense 1] - \$[amount]
- [Description of expense 2] - \$[amount]
- [Description of expense 3] - \$[amount]

Thank you for your attention to this matter. I appreciate your support and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

Attachments: [List of attachments]