

# Charity Donation Reversal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

## **Subject: Request for Reversal of Donation**

Dear [Charity Contact's Name],

I hope this message finds you well. I am writing to formally request the reversal of my recent donation made on [insert date of donation] for the amount of [insert donation amount]. Due to [briefly explain reason for reversal, e.g., unforeseen circumstances, financial constraint], I am unable to maintain my commitment at this time.

My transaction details are as follows:

- Transaction ID: [insert transaction ID]
- Date of Donation: [insert date]
- Amount: [insert amount]

I appreciate your understanding regarding this matter, and I hope to support [Charity Name] in the future when circumstances allow. Please let me know if you require any further information to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]