

Charity Fund Return Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Charity Fund Name]

[Charity Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the return of funds contributed to [Charity Fund Name] for the purpose of [specific purpose or project]. Due to [reason for fund return, e.g., project cancellation, overfunding], we believe it is in the best interest of the charity to return the unused funds.

The total amount to be returned is: [Insert Amount]. Please let me know the necessary steps to facilitate this process.

Thank you for your attention to this matter. I appreciate your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]