

## Letter to Decline a Donation Request

**This package contains:**

1. Instructions & Checklist for a Letter to Decline a Donation Request
2. Letter to Decline a Donation Request

## Instructions & Checklist for Letter to Decline a Donation Request

- This package contains (1) Instructions & Checklist for Letter to Decline a Donation Request; and (2) Letter to Decline a Donation;
- This form is designed to assist you in drafting a letter for when you need to decline a request to make a donation.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for contacting me to request a donation for [Name of Charity].

I appreciate your commitment to this cause, and I can certainly understand its importance. However, at this time, I must decline your request. *[If desired, you may include a brief explanation why, such as I only donate to specific pre-selected charities.]*

Again, I thank you for your interest in this matter and apologize that I am not able to donate at this time.

Sincerely,

[Your Name]