

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Address Line  
City, State Zip Code

Re: Decline to Accept a Gift (Monetary)

Dear :

Although I appreciate your thoughtfulness, I must decline your gift. My current position requires that I not accept monetary gifts from special interest groups. Please consider making a charitable donation with the funds that were raised.

Your understanding in this matter is greatly appreciated.

Sincerely,

N A M E