Letter of Direction

Dear CRRS,

\_\_\_\_\_\_\_\_\_\_\_\_\_ (participant’s name) went to Project Shine Summer Trip 2017 with Culture Regeneration Research Society (abbreviated as CRRS) to Guangxi, China to teach English to the underprivileged students as a volunteer.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (my name) paid the cost for the plane ticket, the amount of the plane ticket cost to be reimbursed to me was: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I hereby declare and direct **CRRS** that the funds to which I am entitled by way of reimbursement for Project Shine summer trip 2017, and would otherwise be forwarded to me by cash or cheque, be transferred to **CRRS** as a gift in kind and please issue a donation receipt for income tax purposes accordingly to me with the following information.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Tax receipt will be emailed)

\*Attached is the Project Shine Summer trip 2017 “proof of purchase and payment”.

1) Plane ticket invoice

2) Payment receipt

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date: 　 )