Letter of Direction

Dear CRRS,

\_\_\_\_\_\_\_\_\_\_\_\_\_ (*participant’s name)* went to Project Shine Summer Trip 2019 with Culture Regeneration Research Society (abbreviated as CRRS) to Guangxi, China to teach English to the underprivileged students as a volunteer.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Participant or parent name)* paid the cost for the plane ticket, the amount of the plane ticket cost to be reimbursed to me was: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_. *(This amount should match the plane ticket invoice)*

I hereby declare and direct **CRRS** that the funds to which I am entitled by way of reimbursement for Project Shine summer trip 2019, 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 to the above email address.
* Attached is the Project Shine Summer trip 2019 “proof of purchase and payment”.

1) Plane ticket invoice

2) Payment receipt

Sincerely,

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

(Date: 　 )