



**CITY OF PHILADELPHIA  
BOARD OF ETHICS**

**TEMPLATE LETTERS FOR RETURNING GIFTS AND GRATUITIES**

The following are template letters for returning prohibited gifts and gratuities. The [City Ethics Code](#) requires that within 3 days of receiving a prohibited gift, a City officer or employee (“City official”) must notify the Board of Ethics’ Executive Director by mail or email that the gift has been returned and provide the City official’s name and title, the source of the gift, and the dates of receipt and return. The Board of Ethics will not impose a monetary penalty on a City official who meets these requirements. An [overview](#) of key points for City officials regarding gifts is available.

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**TEMPLATE FOR RETURN OF A GIFT**

[Date]

Dear [name of gift giver]:

I received [brief description of gift received] from you on [date gift was received]. Please note that I cannot accept it under applicable ethics restrictions. Therefore, I am enclosing this gift and returning it to you today.

Thank you for your understanding.

Sincerely,

[City official’s name, title, and City department]

cc (via email): J. Shane Creamer, Jr., Exec. Dir., Board of Ethics (shane.creamer@phila.gov)  
Ellen Kaplan, Chief Integrity Officer (ellen.kaplan@phila.gov)\*  
Amy Kurland, Inspector General (amy.kurland@phila.gov)\*  
[Immediate supervisor of City official]

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\* If you are a member of the Executive & Administrative branch and Executive Order 10-16 applies to you, then you must copy these individuals on your gift return letter.

**Sample Gift Return Letter**

January 19, 2017

Dear Mr. Public,

I received tickets for the Philadelphia Music Show from you on January 18, 2017. Please note that I cannot accept them under applicable ethics restrictions. Therefore, I am enclosing the tickets and returning them to you today.

Thank you for your understanding.

Sincerely,

Jane Doe  
Technical Assistant, Philadelphia Widget Management

cc (via email): J. Shane Creamer, Jr., Exec. Dir., Board of Ethics (shane.creamer@phila.gov)  
Ellen Kaplan, Chief Integrity Officer (ellen.kaplan@phila.gov)  
Amy Kurland, Inspector General (amy.kurland@phila.gov)  
John Q. Supervisor, Chief Officer, Philadelphia Widget Management  
(JohnQSupervisor@phila.gov)

**TEMPLATE FOR RETURN OF A GRATUITY\***

[Date]

Dear [name of person who gave the gratuity]:

I am glad to have assisted you [summary of services City official provided to the person who gave the gratuity]. The [brief description of gratuity received] that I subsequently received from you on [date gratuity was received] is unnecessary. Please note that I cannot accept it under applicable ethics restrictions.

Therefore, I am enclosing [brief description of gratuity received] and returning it to you today.

Thank you for your understanding.

Sincerely,

[City official's name, title, and City department]

cc (via email): J. Shane Creamer, Jr., Exec. Dir., Board of Ethics (shane.creamer@phila.gov)  
Ellen Kaplan, Chief Integrity Officer (ellen.kaplan@phila.gov)\*\*  
Amy Kurland, Inspector General (amy.kurland@phila.gov)\*\*  
[Immediate supervisor of City official]

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\* The [Philadelphia Home Rule Charter](#) prohibits a City official from accepting or soliciting a gratuity. A gratuity is a gift given as a thank you for a City official's act or omission in the course of his or her City work.

\*\* If you are a member of the Executive & Administrative branch and Executive Order No. 10-16 applies to you, then you should copy these individuals on your gratuity return letter.

*Sample Gratuity Return Letter*

January 19, 2017

Dear Mr. Public,

I am glad to have assisted you with your questions regarding the City's widget process. The \$20 gift card that I subsequently received from you on January 17, 2017 is unnecessary. Please note that I cannot accept it under applicable ethics restrictions.

Therefore, I am enclosing the \$20 gift card and returning it to you today.

Thank you for your understanding.

Sincerely,

Jane Doe  
Technical Assistant, Philadelphia Widget Management

cc (*via email*): J. Shane Creamer, Jr., Exec. Dir., Board of Ethics (shane.creamer@phila.gov)  
Ellen Kaplan, Chief Integrity Officer (ellen.kaplan@phila.gov)  
Amy Kurland, Inspector General (amy.kurland@phila.gov)  
John Q. Supervisor, Chief Officer, Philadelphia Widget Management  
(JohnQSupervisor@phila.gov)