

Instructions: Utilize this template to decline an honorarium. Text in [brackets] require you to insert your own text. Delete these instructions and the brackets before sending the letter to the donor.

[Insert Letter Date]

[Name of Donor
Donor Title
Business Name
Business Address]

Dear [insert name of donor]:

Thank you for your offer of an honorarium for appearing at [identify event]. While I appreciate your thoughtfulness, the Pennsylvania Ethics Act prohibits City officials and employees from accepting honoraria. I am also prohibited from directing the honorarium to any other recipient, including a charity.

Thank you again for your consideration. I [choose applicable option: look forward to/enjoyed attending] [identify event].

Sincerely,

[insert your name/title]