

*****For officers and employees NOT in the Executive or Administrative branches*****

Re: Return of Payment for Gift under City Code §20-604(7)(b)

Dear _____ :

I received

from you on _____ . Please note that I cannot accept it under the City's ethics rules.

Therefore, I am:

enclosing the gift and returning it to you today.

enclosing payment of _____ via _____ , which represents the full
value of the gift.

Thank you for understanding.

Sincerely,

CC: J. Shane Creamer, Jr. Exec. Dir., Board of Ethics (shane.creamer@phila.gov)