

## Letter template: Refusal of gifts

- Please use the relevant letter head for this template

Recipient

### Returning of a gift

Dear [form of address],

The token of your gratitude you sent/gave out in person in connection with our working relationship is properly appreciated.

I request your understanding however that I am unable to accept the gift, as employees of the University of Bonn are not allowed, as a matter of policy, to accept rewards, gifts or other benefits under our institutional anti-corruption rules.

The University of Bonn strives to perform to the full satisfaction of those with whom we have dealings. I am pleased to note that that may be the case in this instance, and express our thanks for your expressing such satisfaction by way of a gift.

Yet I would humbly ask that you refrain from sending/giving gifts in person in the future, hoping you will understand that under the given circumstances I must respectfully return the gift, enclosed herein.

Sincerely yours,

XXXX for XXXX

Enclosure