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North Carolina Department of Public Instruction  
Attn: Office of Financial and Business Services  
301 N. Wilmington St.  
Raleigh, NC 27601

To Whom It May Concern:

\_\_\_\_\_ requests that \_\_\_\_\_ of ESSER II funds be returned to the North Carolina Department of Public Instruction to reallocate as authorized by the North Carolina State Board of Education (see table below).

\_\_\_\_\_ is unable to expend these funds due to \_\_\_\_\_  
\_\_\_\_\_

I can be reached at \_\_\_\_\_ or \_\_\_\_\_ if there are any questions.

**Table 1: Amount of Money to Return to NCDPI by PRC**

PRC Number	Dollar Amount to Return	Reason for Return by Program

Sincerely,

\_\_\_\_\_