

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,

(Superintendent ONLY for LEAs or
Charter School Executive Director)