

Request for In-Kind Donation

Dear [Donor's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] of [Charity/Festival Name]. We are excited to announce our upcoming charity festival, which will take place on [Date] at [Location]. This event aims to [briefly explain the purpose of the festival and its beneficiaries].

To make this event successful, we are reaching out to our community partners like you to request in-kind donations that can help us achieve our goals. We would greatly appreciate contributions such as [list specific items or services needed, e.g., food, beverages, merchandise, gift certificates, etc.]. Your generous support will not only enhance our festival but also demonstrate your commitment to [mention the cause or community].

As a token of our appreciation, your company will be acknowledged throughout the event, in our promotional materials, and on our website. We believe this partnership will also provide your business with valuable community exposure.

Please let us know if you are interested in supporting our cause. We would love to discuss this further and answer any questions you may have. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to the possibility of partnering with you to make a positive impact in our community.

Sincerely,

[Your Name]

[Your Position]

[Charity/Festival Name]

[Charity Address]

[Charity Phone Number]

[Charity Email Address]