

Request for In-Kind Support

Date: [Insert Date]

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support for [briefly describe the project or initiative]. We are seeking in-kind contributions that will greatly assist us in achieving our goals.

Specifically, we are looking for [detail the types of in-kind support you are requesting, such as goods, services, or volunteer time]. Your support will help us [explain how the contribution will impact the project or initiative].

We believe that your involvement would make a significant difference in our efforts and would also provide an opportunity for [mention any mutual benefits for the recipient organization].

Thank you for considering our request. I would be happy to discuss this further at your convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]