

Request for Product Donations

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. At [Organization Name], we are committed to [briefly describe mission or cause]. With your support, we can make a positive impact in our community.

We are reaching out to request a donation of your products for our upcoming event [or program], scheduled to take place on [insert date]. Your donation would greatly assist us in [explain how the donations will be used and their impact].

As a recognized leader in [industry or area], your endorsement and support would not only benefit our cause but also enhance your company's reputation as a socially responsible business.

We would greatly appreciate the opportunity to discuss this further and explore how we can work together to make a difference. Thank you for considering our request. We look forward to the possibility of partnering with you.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]