

Request for In-Kind Donation

[Your Name]

[Your Title]

[Charity Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Donor's Name]

[Donor's Title]

[Donor's Company/Organization Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this message finds you well. I am writing to you on behalf of [Charity Organization Name], a non-profit organization dedicated to [brief description of your mission and activities]. We are currently preparing for [specific event or initiative], and we would be grateful for your support through an in-kind donation.

Our organization is seeking [specific items or services you are requesting], which would greatly benefit [explain how it will help your cause or event]. Your contribution would not only assist us in achieving our goals but also showcase your commitment to [mention the community or cause].

If you are interested in supporting our efforts, please feel free to contact me at [your phone number] or [your email address]. We would be happy to provide further details regarding our organization and the impact of your donation.

Thank you for considering our request. We hope to partner with you in making a difference.

Sincerely,

[Your Name]

[Your Title]

[Charity Organization Name]