

In-Kind Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing on behalf of [Your Organization], as we are excited to announce our upcoming fashion show, [Event Name], scheduled for [Event Date]. This event aims to showcase local talent and support [specific cause or charity].

We are seeking in-kind sponsorship valued at [insert value] to help make this event a success. Specifically, we are looking for [list specific items or services needed, e.g., clothing, accessories, venue space, catering, etc.]. In return, we would be delighted to offer your organization [mention specific benefits, e.g., branding opportunities, promotional mentions, etc.].

Your support would not only enhance our event but also align your brand with [mention specific values or causes associated with the event]. We believe that together we can create an unforgettable experience for all attendees.

We would love the opportunity to discuss this partnership further and explore how we can collaborate to make this event a phenomenal success. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to the possibility of working together!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]