

# Request for In-Kind Donations

Date: [Insert Date]

[Your Name]

[Your Title]

[Friendship Club Name]

[Club Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Title] of the [Friendship Club Name]. We are a community-driven organization dedicated to fostering friendships and support among individuals of all ages.

As part of our ongoing efforts, we are currently seeking in-kind donations to support our upcoming events and activities. We believe that your contribution can make a positive impact on our community.

We are looking for items such as [list specific items needed, e.g., snacks, art supplies, sports equipment, etc.]. Your support would greatly enhance our programs and help us bring together individuals in a meaningful way.

If you are interested in making a donation, or if you have any questions, please feel free to reach out to me at [Your Phone Number] or [Your Email Address]. We would be grateful for any support you can provide.

Thank you for considering our request. We hope to hear from you soon!

Sincerely,

[Your Name]

[Your Title]

[Friendship Club Name]