

In-Kind Donation Inquiry for Medical Supplies

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I am writing to you on behalf of [Your Organization], which is dedicated to [brief description of your organization's mission]. We are currently seeking in-kind donations of medical supplies to support our efforts in [describe the specific need or project].

We would greatly appreciate it if you could consider donating [list specific medical supplies needed]. These supplies will be invaluable in helping us [explain how the supplies will be used].

If you are able to assist us, please feel free to reach out via the contact information provided above. We would be happy to arrange a pickup or discuss any details as needed.

Thank you for considering our request. We look forward to the possibility of collaborating with you to make a positive impact in our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]