

# Request for In-Kind Donation

Date: [Insert Date]

Dear [Donor's Name],

We hope this message finds you well. We are reaching out to request your support for our upcoming food drive, [Event Name], scheduled for [Event Date]. Our goal is to collect non-perishable food items to assist families in need within our community.

Your support in the form of an in-kind donation of food items would make a significant impact. We are specifically looking for donations of the following items:

- Canned goods (vegetables, fruits, soups)
- Pasta and rice
- Peanut butter and jelly
- Dried beans and legumes
- Breakfast cereals

Donations can be dropped off at [Location] or we can arrange for a pickup at your convenience. Your contribution will help us provide essential meals to those who need them most.

Thank you for considering our request. We truly appreciate your generosity and support. If you have any questions or would like more information about the food drive, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Organization Contact Information]