

In-Kind Donation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Donor's Name]

[Donor's Organization]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this message finds you well. I am reaching out on behalf of [Your Organization] to request your support in the form of an in-kind donation of sports equipment. Our organization is dedicated to promoting physical fitness and teamwork in our community, especially among [specific group or demographic, e.g., youth, schools, etc.].

We are currently working on [briefly describe a specific program, event, or need]. In order to make this initiative successful, we are seeking donations of the following equipment:

- [Item 1]
- [Item 2]
- [Item 3]

Your generous contribution would greatly enhance our ability to [describe the impact of their donation, e.g., "provide young athletes with the tools they need to succeed" or "ensure that all participants have access to necessary equipment"].

We would be glad to acknowledge your generous support in our promotional materials and at our events. If you have any questions or require further information, please do not hesitate to contact me at [your phone number] or [your email].

Thank you for considering our request. We truly appreciate your support in helping us achieve our mission.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]