

Request for In-Kind Donation of School Supplies

Date: [Insert Date]

[Your Name]

[Your Title]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this message finds you well. I am writing on behalf of [School Name], where we strive to provide an enriching learning environment for all our students.

This year, we are reaching out to our community for support in the form of in-kind donations of school supplies. Our students are in need of various items such as notebooks, pencils, crayons, markers, and more. Your generous contribution can significantly impact their educational experience.

We would greatly appreciate any donations you are able to provide. Your support will not only help equip our students with necessary supplies but will also inspire them to excel in their studies.

If you would like to contribute, please feel free to contact me at [Your Phone Number] or [Your Email Address]. We can arrange a convenient time for you to drop off the supplies at our school.

Thank you for considering our request. Together, we can make a difference in the lives of our students.

Sincerely,

[Your Name]

[Your Title]

[School Name]