

Request for In-Kind Donation

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. We are excited to announce that [Your Organization] will be hosting the [Event Name] on [Event Date] at [Event Location]. This event aims to [brief description of event purpose].

To make this event a success and benefit our community, we are reaching out to local businesses and organizations for in-kind donations. We would be grateful if [Recipient Organization] could contribute [specific item or service you are requesting], which will greatly enhance our event experience.

As a [brief description of your nonprofit/organization], your support will not only help us in our mission but also provide visibility for your organization during the event. We will recognize your generous contribution through [describe how you will acknowledge the donor, e.g., signage, social media].

If you are able to assist, please let us know by [RSVP date]. We would be happy to discuss this in more detail and answer any questions you might have.

Thank you for considering our request. We hope to collaborate with you for this worthwhile cause.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]