

Request for In-Kind Donation of Services

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Donor's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization's Name], an organization dedicated to [briefly describe your organization's mission and work]. We are reaching out to ask for your support in the form of an in-kind donation of services.

As we prepare for [mention the specific event or project], we are in need of [describe the specific services needed, e.g., marketing expertise, graphic design, catering, etc.]. Your skills and passion for [mention relevant skills or interests of the donor] would greatly enhance our efforts to [describe the impact of the event/project].

We would greatly appreciate it if you could consider providing your services for [mention the time frame or specific dates]. In exchange, we would be happy to [mention any reciprocation, e.g., promote their company on social media, provide event tickets, etc.].

Thank you for considering our request. We would love the opportunity to discuss this further with you. Please feel free to contact me at [your phone number] or [your email address].

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]