

Request for Supplies

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of the [Your Organization/Volunteer Group Name] to request supplies for our upcoming volunteer park maintenance event scheduled for [Insert Date]. Our team is dedicated to enhancing and maintaining the beauty and usability of [Park Name] for our community.

To successfully carry out our efforts, we kindly request the following supplies:

- Gloves
- Trash bags
- Rakes
- Shovels
- Pruning shears
- Water bottles

Your support would greatly assist us in making [Park Name] a cleaner and more enjoyable place for everyone. We appreciate any help you can provide and look forward to your positive response.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title]

[Your Organization/Volunteer Group Name]

[Your Contact Information]