

# Request for In-Kind Donation

Date: [Insert Date]

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Donor's Name]

[Donor's Title]

[Donor's Company/Organization Name]

[Donor's Address]

[City, State, ZIP Code]

Dear [Donor's Name],

I hope this letter finds you well. As a valued community partner, we are reaching out to seek your support for [Organization Name]'s programs aimed at [briefly describe the social services offered]. Our mission is to [insert mission statement or goal of organization].

To continue our efforts, we are in need of in-kind donations such as [list specific items or services needed]. Your contribution would not only enhance our programs but also significantly impact the lives of those we serve.

Please consider partnering with us by providing [specific request for items/services]. Should you agree to support us, we will recognize your generosity through [briefly mention how you will acknowledge their support, e.g., newsletter, social media, etc.].

Thank you for considering this opportunity to make a difference in our community. I would be happy to discuss this further or answer any questions you might have. I can be reached at [your phone number] or [your email address].

Warm regards,

[Your Name]

[Your Title]

[Organization Name]