

Request for In-Kind Donation

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Donor's Name]

[Donor's Title]

[Donor's Company/Organization]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization], where we are dedicated to [briefly describe your organization's mission or purpose]. We are currently [explain the project or event for which you are seeking an in-kind donation].

In order to achieve our goal of [state your goal], we are seeking in-kind donations of [list specific items or services needed]. Your support would greatly assist us in [explain how the donation will help].

We believe that with your generous contribution, we can make a significant impact in our community. We would be thrilled to acknowledge your support through [mention any recognition or publicity opportunities, e.g., social media, event programs].

If you are interested in supporting our cause, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address]. I would be happy to discuss further details at your convenience.

Thank you for considering our request for an in-kind donation. We greatly appreciate your support and look forward to the possibility of partnering with you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]