

In-Kind Donation Appeal for Tribute Gathering

Dear [Donor's Name],

We hope this message finds you well. As we prepare for our upcoming tribute gathering to honor [Honoree's Name], we are reaching out to our valued community for support.

Your generosity and commitment to [Cause/Organization Name] have always made a significant impact, and we would be grateful for your assistance in making this event truly special.

We are seeking in-kind donations such as [specify items, services, or contributions, e.g., food and beverages, decorations, venue, etc.] that will enhance the experience of our guests and pay tribute to [Honoree's Name]. Your contribution will play a vital role in the success of the gathering.

The tribute gathering will take place on [date] at [location], and we anticipate an attendance of [number] guests. Your support will help us create a memorable and meaningful occasion.

If you are able to contribute, please feel free to contact us at [phone number] or [email address]. We would be happy to discuss how your donation can be integrated into the event.

Thank you for considering this request. Your kindness and support mean so much to us and to the memory of [Honoree's Name].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]