

Request for In-Kind Donations

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. We are excited to announce that [Your Organization] will be hosting [Event Name] on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose of the event or the cause it supports].

To make our event a success, we are seeking in-kind donations of merchandise that can be given to attendees or used in event activities. We believe that your support could greatly enhance the experience of our guests and promote goodwill within the community.

We are looking for items such as [list specific merchandise items needed, e.g., t-shirts, water bottles, gift bags, etc.]. Any contributions you make will be acknowledged prominently during the event, and your organization will be featured in our promotional materials.

If you are interested in contributing to [Event Name], please feel free to contact me at [Your Phone Number] or [Your Email Address]. We would be thrilled to discuss any potential donation and how we can recognize your generosity.

Thank you for considering our request. Together, we can make a positive impact in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]