

# Outreach for Gifts in Kind

Date: [Insert Date]

[Your Name]

[Your Title]

[Charity Organization Name]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Charity Organization Name], a non-profit organization dedicated to [briefly describe mission and goals]. We are currently launching a project titled [Project Name], which aims to [describe the purpose of the project and its impact].

To bring this project to fruition, we are reaching out to community partners like you for support in the form of gifts in kind. Specifically, we are looking for [list specific items or services needed]. Your contribution would greatly enhance our efforts and help us make a significant difference in the lives of those we serve.

We believe that your involvement in this project could not only benefit the community but also align with [Recipient's Organization Name]'s values and initiatives. In recognition of your generosity, we would be pleased to list your organization as a supporter on our promotional materials, website, and social media platforms.

We would love to discuss this opportunity further and explore how we can work together. Please feel free to contact me directly at [Your Phone Number] or [Your Email]. Thank you for considering our request, and we hope to hear from you soon!

Warm regards,

[Your Name]

[Your Title]

[Charity Organization Name]