

In-Kind Sponsorship Request Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. We are organizing an outreach program, [Program Name], aimed at [briefly describe the purpose of the program, e.g., supporting local youth, providing educational resources, etc.], scheduled for [date of the event].

We believe that [Recipient's Organization] shares our commitment to [common goal or mission], and we would like to request your support as an in-kind sponsor for this event. We are seeking [list specific in-kind donations, e.g., food, supplies, services] to help make this program successful.

As a sponsor, your organization will receive recognition in our promotional materials, social media posts, and at the event itself, demonstrating your commitment to [brief mention of the cause/mission]. This partnership will provide a wonderful opportunity for you to engage with our community and showcase your organization's values.

We would be thrilled to discuss this partnership further and explore how we can work together to make a positive impact. Thank you for considering our request, and I look forward to the opportunity to collaborate with you.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]