

In-Kind Donation Request for Art and Craft Materials

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [your position, e.g., a teacher/school coordinator] at [Your Organization or School Name]. We are currently seeking to enhance our art and craft program, which provides students with the opportunity to explore their creativity and develop their skills.

To achieve this, we are reaching out to local businesses and community members for in-kind donations of art and craft materials. Your support would be invaluable in helping us create a vibrant learning environment. We are specifically looking for items such as:

- Paints (acrylic, watercolor, etc.)
- Brushes and painting supplies
- Canvas and drawing paper
- Crafting materials (glue, scissors, fabric, etc.)
- Other art supplies you may have available

Your generous contribution would not only benefit our students but would also be a meaningful way to support the arts in our community. All donations are tax-deductible, and we would be happy to provide a letter of acknowledgement for your records.

Thank you for considering our request. We would greatly appreciate any support you can provide. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or if you would like to arrange a donation.

Warm regards,

[Your Name]

[Your Position]

[Your Organization or School Name]