

In-Kind Donation Request for Event Sponsorship

[Your Name]

[Your Title]

[Your Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing on behalf of [Your Organization Name] to request your support for our upcoming event, [Event Name], which will be held on [Event Date] at [Event Location]. This annual event aims to [briefly describe the purpose of the event].

To make this event a success, we are seeking in-kind donations of [specific materials or services needed, e.g., food, beverages, gift bags, printing services]. Your generous contributions will not only enhance our event but also showcase your commitment to the community.

In recognition of your support, we would be honored to include your company's logo on our promotional materials, website, and social media channels. This is a great opportunity to gain visibility among [mention the audience expected at the event].

We would be grateful for any support you can provide. If you have any questions or need further information, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to the possibility of partnering with you to make [Event Name] a remarkable event.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]