

# Request for In-Kind Donation

Date: [Insert Date]

To: [Donor's Name]  
[Donor's Address]  
[City, State, Zip Code]

Dear [Donor's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization], a nonprofit organization dedicated to providing shelter and housing support to individuals and families in need.

As we continue our mission, we are reaching out to our community partners for assistance. We are currently seeking in-kind donations to support our programs. Specifically, we are in need of items such as:

- Non-perishable food items
- Clothing and personal hygiene products
- Household goods (e.g., pots, pans, linens)
- Furniture (e.g., beds, sofas, tables)

Your generous support can make a significant difference in the lives of those we serve. If you are able to contribute, please let us know how we can arrange for pick-up or drop-off of the items at your convenience.

Thank you for considering our request. We truly appreciate your support in helping us create a safe and welcoming environment for those in need.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Phone Number]  
[Your Email Address]