

Request for In-Kind Donation

Date: [Insert Date]

Dear [Donor's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Charity Initiative Name], which is dedicated to [briefly describe the mission of your charity].

We are currently planning our upcoming event on [event date] aimed at [describe the purpose of the event]. To make this event a success, we are reaching out to community supporters like you for in-kind donations.

We would greatly appreciate your support through [specific items or services you are requesting]. Your contribution will help us [explain the impact of the donation].

As a token of appreciation, we would like to acknowledge your generous support by [describe how you will recognize the donor, e.g., listing their name in event materials].

If you are interested in supporting our initiative, please feel free to contact me at [Your Phone Number] or [Your Email]. Thank you for considering our request. Together we can make a difference.

Warm regards,

[Your Name]

[Your Title/Position]

[Your Charity Initiative Name]

[Your Contact Information]