

# In-Kind Donation Inquiry for Educational Materials

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about a potential in-kind donation of educational materials for our [specific program or purpose] at [Organization Name]. We focus on [brief description of your mission or goal], and having access to quality educational resources is crucial for the success of our efforts.

We are looking for [specific types of materials, e.g., books, technology, supplies], and your organization has a reputation for supporting educational initiatives. We believe your contributions could greatly impact the lives of our [students/participants/community], enhancing their learning experience.

If you are interested in discussing this opportunity further, I would be happy to provide more details about our organization and the specific needs of our program. Thank you for considering our request, and I look forward to the possibility of partnering with [Company/Organization Name] to make a difference in our community.

Warm regards,

[Your Name]  
[Your Position]  
[Organization Name]