

# Request for In-Kind Donation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization] regarding our upcoming community event, [Event Name], which will take place on [Event Date] at [Event Location]. This event aims to [brief description of the event and its purpose].

To make this event a success, we are reaching out to local businesses and organizations to request in-kind donations. Your contribution would greatly enhance our event and help us achieve our goal of [mention specific goal such as raising awareness, providing resources, etc.].

We would greatly appreciate any support you could provide, whether it be [list specific items needed, services, or support]. In return, we would be happy to acknowledge your generous support through [mention benefits such as logos on promotional materials, social media mentions, etc.].

Thank you for considering our request. We would love to discuss this opportunity further and explore how your support can make a significant impact on our community. Please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]