

In-Kind Donation Request for Science Symposium

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out on behalf of [Your Organization] to request your support for our upcoming Science Symposium scheduled for [Date] at [Location]. This event aims to inspire and educate participants about the latest advancements in science and technology.

We are seeking in-kind donations to help us make this event a success. Your support could greatly assist us in areas such as:

- Event materials (brochures, posters)
- Refreshments for participants
- Equipment rentals (AV equipment, seating)
- Prize donations for competitions

In recognition of your generous contribution, we will promote your business/organization through our event materials and our website, showcasing your commitment to the community and education.

We would appreciate the opportunity to discuss this further. Thank you for considering our request, and we look forward to the possibility of collaborating with you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]