

# In-Kind Donation Request for Concert Production

Date: [Insert Date]

[Your Name]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Donor's Name],

I hope this message finds you well. I am writing to request your support for our upcoming concert, [Concert Name], scheduled to take place on [Date] at [Venue]. This event aims to [briefly describe the purpose and goal of the concert].

To make this event a success, we are seeking in-kind donations, such as [list specific items or services needed - e.g., sound equipment, catering, marketing materials]. Your generous contribution can greatly enhance the experience for attendees and support our mission of [briefly describe your organization's mission].

As a valued member of our community, we would be proud to acknowledge your generosity through [mention any promotional opportunities or recognition during the event]. We believe that partnering with you will not only benefit our concert but also promote your business to a broader audience.

Thank you for considering our request. We would be thrilled to discuss this opportunity with you further and explore how we can work together. Please feel free to reach out to me at [Your Phone Number] or [Your Email].

Warm regards,

[Your Name]

[Your Title]

[Your Organization]