

Dear [Sponsor's Name],

We are reaching out on behalf of [Your Organization's Name], a nonprofit dedicated to [briefly describe your mission and goals]. We have an exciting upcoming event, [Event Name], scheduled for [Event Date], and we are seeking in-kind donations to make it a success.

Your generous support would help us [explain how their in-kind donations will be used, e.g., materials for the event, food, venue, etc.]. In return for your support, we would be happy to promote your business through [list the benefits of sponsorship, such as logo placement, recognition at the event, etc.].

We believe that partnering with [Your Organization's Name] can help [Sponsor's Business Name] connect with the community and show your commitment to [cause related to your organization].

We would love the opportunity to discuss this partnership further and explore how we can work together to make a difference. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to the possibility of collaborating with you!

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Organization's Address]

[Your Organization's Website]