

Inquiry for In-Kind Support

Date: [Insert Date]

[Your Name]

[Your Position]

[Senior Center Name]

[Senior Center Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Senior Center Name], where we strive to provide enriching experiences for our senior community. We have several upcoming events designed to promote engagement and wellness among our seniors.

We are reaching out to inquire if [Company/Organization Name] would be interested in providing in-kind support for these events. Your contributions could greatly enhance our programs by offering [list specific items or services needed, e.g., food, supplies, entertainment].

Your support would not only help us create meaningful experiences but also provide visibility for your organization within our community.

If you are interested in partnering with us, I would love to discuss this further at your convenience. Thank you for considering this opportunity to make a difference in our seniors' lives.

Warm regards,

[Your Name]

[Your Position]

[Senior Center Name]

[Your Contact Information]