

Request for Merchandise Donation

Date: [Insert Date]

[Retailer's Name]

[Retailer's Address]

[City, State, Zip Code]

Dear [Retailer's Name],

My name is [Your Name], and I am [Your Position] at [Your Organization]. We are a non-profit organization dedicated to [Brief Description of Your Organization's Mission]. We strive to [Explain how your organization benefits the community].

We are reaching out to request your support through a merchandise donation for our upcoming event, [Event Name], scheduled for [Date of Event]. Your generous contribution can help us [Explain specific needs, e.g., support underprivileged families or promote community health initiatives].

In recognition of your support, we would be happy to acknowledge your generosity through [List any promotional opportunities, e.g., social media shoutouts, event signage, or newsletters]. As a respected retailer in our community, your involvement would not only enhance the success of our event but also demonstrate your commitment to social responsibility.

We appreciate your consideration of our request and would love the opportunity to discuss this further. Please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for considering this opportunity to make a difference.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Organization's Address]

[City, State, Zip Code]