

# In-Kind Donation Request for Community Theater

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

We hope this message finds you well. We are reaching out on behalf of [Your Community Theater Name], a community-focused organization dedicated to providing enriching theatrical experiences for our local audience. As we prepare for our upcoming production of [Production Name], we are seeking in-kind donations to help us bring our vision to life.

Your generosity can make a significant impact in various areas, including:

- Costume Supplies
- Set Design Materials
- Lighting Equipment
- Sound Equipment
- Props and Decorations

Any support you can provide will be immensely appreciated and will contribute to the success of our production and the overall mission of fostering artistic growth in our community.

In recognition of your generous support, we would be delighted to acknowledge your contribution in our program and on our website, showcasing your commitment to the arts and community development.

If you would like to discuss this opportunity further, please feel free to contact me at [Your Phone Number] or [Your Email Address]. We would be grateful for your support and hope to partner with you in making this production a success!

Thank you for considering our request. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Community Theater Name]

[Your Theater Address]

[City, State, Zip Code]