

# Request for In-Kind Donations

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Organization's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Telecommunications Company Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization], a [brief description of your organization and its mission]. We are currently working on [brief description of the project or initiative].

As we strive to make a positive impact in our community, we are reaching out to seek in-kind donations that could significantly enhance our efforts. We believe that [Telecommunications Company Name] is deeply committed to supporting initiatives that promote [mention relevant values or causes].

We would greatly appreciate your consideration of the following items for donation:

- [Item 1]
  - [Item 2]
  - [Item 3]
- [Add more items as necessary]

Your support will not only aid us in [describe how the items will be used], but it will also demonstrate [Telecommunications Company Name]'s commitment to [mention the potential impact or community benefits].

We would be delighted to discuss this opportunity further and explore how we can recognize [Telecommunications Company Name]'s generous contributions within our community. Thank you for considering our request, and I look forward to your positive response.

Sincerely,  
[Your Name]

[Your Title]  
[Your Organization]