

Request for In-Kind Donation

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization/Community Radio Station Name]. We are dedicated to [brief description of your mission or project].

We are reaching out to request your support through an in-kind donation. As a valued member of our community, we believe that your contribution of [specific items or services] would greatly enhance our ability to [explain how the donation will be used].

Your generosity will not only assist us in achieving our goals but will also positively impact our listeners and the community at large. We are proud to acknowledge our donors on-air and through our promotional materials, ensuring your support is recognized.

We would be grateful for the opportunity to discuss this further and explore how we can work together. Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Community Radio Station Name]

[Contact Information]