

Appeal for Merchandise Donations

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. 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].

As we prepare for our upcoming event, [Event Name], scheduled for [Event Date], we are reaching out to seek support from generous companies like [Travel Company Name]. We would be incredibly grateful if you could consider donating some of your merchandise, such as [List Specific Merchandise Items], to help us make this event a success.

Your contribution will not only assist us in our cause but will also help promote your brand within our community. We will acknowledge your generosity during the event and through our promotional materials.

Thank you for considering this opportunity to partner with us in making a positive impact. I would be happy to discuss this further and answer any questions you may have. Please feel free to contact me at your convenience.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]