

Goodwill Request for Beverage Contributions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Your Organization/Event Name] which aims to [briefly describe your organization/event]. We are excited to announce that we will be hosting [describe the event] on [event date], and we expect to attract [mention the anticipated attendance].

In order to ensure the success of this event, we are reaching out to local businesses for contributions. Specifically, we would greatly appreciate it if [Recipient's Company Name] would consider donating beverages for our attendees. Your support would not only enhance the experience for our guests but also demonstrate your commitment to our community.

As a token of our appreciation, we would be delighted to recognize your company in our event promotional materials, social media channels, and through thank-you announcements during the event.

Thank you for considering our request. We would love to discuss this opportunity further and hope to partner with you for this community-focused event. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any questions or to confirm your support.

Warm regards,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Organization Address]

[Your Organization Website]