

Request for Art Supply Donations

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Retailer Name]

[Retailer Address]

[City, State, Zip Code]

Dear [Retailer Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization], a non-profit organization dedicated to promoting creativity and artistic expression among our community.

We are currently seeking donations of art supplies to support our programs for [describe your programs, e.g., disadvantaged youth, community art events, etc.]. Your generous contribution would help us provide essential resources for aspiring artists.

We would greatly appreciate any donations of supplies such as paints, brushes, canvases, sketchbooks, and other related materials. Our organization is committed to ensuring that these supplies directly benefit the individuals we serve.

Your participation would not only assist our community but also enhance your brand's visibility as a supporter of local arts and education. We are happy to acknowledge your contributions in our promotional materials and events.

If you are interested in making a donation or would like to discuss this further, please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for considering our request, and we look forward to the possibility of partnering with you.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]