

# In-Kind Donation Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization], a [brief description of your organization, e.g., nonprofit, community group, etc.], dedicated to [mission or goal of your organization].

We are hosting [name of the event] on [date], at [location]. This event aims to [purpose of the event, e.g., raise funds, increase awareness, etc.]. To make this event a success, we would greatly appreciate your support through an in-kind donation of [specific services, products, or items needed].

Your contribution will not only help us achieve our goal but will also showcase your commitment to [mention relevant community, industry, or cause]. We would be happy to recognize your support through [mention any promotional opportunities, e.g., social media mentions, event signage, etc.].

Please let us know if you can assist with our event in any way. We would be thrilled to discuss the details further. Thank you for considering our request and for your continued support of our mission.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]