

# Letter of Appeal for In-Kind Sponsorship Assistance

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization's Name] to request your support in the form of in-kind sponsorship for our upcoming event, [Event Name], which will take place on [Event Date].

[Your Organization] is dedicated to [briefly describe your organization's mission and purpose]. Our event aims to [describe the purpose and goals of the event, including who it will benefit].

In order to make this event a success, we are seeking in-kind donations of [list specific items or services needed]. Your contribution will not only help us achieve our goals, but it will also enhance your visibility and engagement within the community.

In recognition of your generosity, we will promote your brand through [list ways you will acknowledge the sponsor, e.g., social media shoutouts, logos on promotional materials, etc.].

We would be grateful for the opportunity to discuss this potential partnership further. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or would like more information.

Thank you for considering our request. We hope to collaborate with you on this meaningful event.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]