

# Application for In-Kind Support

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for In-Kind Support for [Event Name]**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request in-kind support for our upcoming event, [Event Name], scheduled for [Event Date] at [Event Location]. This event aims to [briefly explain the purpose of the event and its significance].

We are seeking in-kind contributions such as [list specific items/services you are requesting, e.g., catering, printing, venue space, etc.]. Your support would greatly enhance our event and demonstrate your commitment to [mention any relevant cause or community].

In recognition of your generous support, we would be happy to provide [mention any benefits to the sponsor, such as logo placement, social media mentions, etc.].

Thank you for considering our request. I would be happy to discuss this in further detail and explore how we can work together to make [Event Name] a success.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]