

Request for In-Kind Sponsorship

Date: [Insert Date]

[Your Name]
[Your Title/Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are reaching out to seek your support as we prepare for [Event/Project Name], scheduled for [date]. Our organization, [Your Organization Name], is dedicated to [briefly explain your organization's mission or purpose].

We are looking for in-kind donations that would contribute to the success of our event, specifically [describe the specific products or services you are requesting]. Your contribution will not only help us achieve our goals but also showcase your commitment to [mention any relevant value aligned with their business].

As an in-kind sponsor, you will receive [describe the benefits they will receive, e.g., logo placement, publicity, etc.]. We believe that your partnership in this way can create a lasting impact and meaningful engagement.

We would be delighted to discuss this partnership further and explore how we can align our efforts for mutual benefit. Thank you for considering our request, and we hope to hear from you soon.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Organization]