

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my strong support for the in-kind sponsorship request from [Event/Project Name], which aims to [briefly describe the purpose and importance of the event/project].

As [your position/role] at [Your Organization], I believe that your contribution would not only enhance the quality of our event but also provide great visibility for [Recipient Organization] within our community. Your commitment to [relevant cause or community engagement] aligns perfectly with our mission and values.

We are seeking [specific items or services being requested], which would greatly aid us in achieving our goals. In exchange for your generous support, we would be pleased to offer [list any benefits for the sponsor, e.g., logo placement, recognition at the event].

Thank you for considering this partnership opportunity. I am looking forward to the possibility of working together to make [Event/Project Name] a success. Please feel free to contact me directly at [phone number] or [email address] to discuss this further.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]