

Request for In-Kind Donations

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Organization Name], organizer of the upcoming [Festival Name], scheduled to take place on [Festival Date] at [Location]. This festival aims to [briefly describe the purpose of the festival, e.g., promote arts, culture, and community engagement].

As we prepare for this exciting event, we are seeking support from local businesses and organizations like yours to help make this festival a success. We would be grateful if you could consider contributing in-kind donations such as [list specific items or services needed, e.g., food, beverages, equipment, marketing materials].

Your generous support will not only enhance the festival experience for attendees but will also showcase your commitment to our community. In recognition of your contribution, we would be pleased to offer the following benefits to your organization: [list any sponsorship benefits, e.g., logo placement on promotional materials, social media mentions, etc.].

Thank you for considering this opportunity to partner with us in bringing [Festival Name] to life. I would be happy to discuss this further at your convenience. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

We look forward to the possibility of collaborating with you for this event!

Warm regards,

[Your Name]

[Your Position]

[Organization Name]