TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** In-Kind Donation Request Letter

Dear **[Donor’s name]**,

I work with **[organization’s name]** and since **[year of founding]** we’ve been working hard to help **[organization’s mission]**. **[Describe your organization’s mission with an emotional story]**.

Each year we plan a fundraising event to help **[the specific impact of the fundraiser, for example: bring supplies to homeless people]**. Last year, with the help of our community and other supporters, we were able to **[positive impact]**. It was an incredible opportunity, and we are so thankful that we had the resources to help.

That is why we need your support for**[new project or fundraiser]**. Would you consider donating **[items or service]** to help us achieve our mission? With just **[item or service]**, we would be able to accomplish **[specific positive action]**!

I would be happy to provide you with more information about how**[you/your company]** can help **[organization’s name]**. Feel free to contact me through **[phone number]** or **[email address]** or look at the attached form we have provided. We would love to start this relationship with you. **[organization’s name]** cannot thank you enough.

Thank you,

**[Name]**

**[Title]**