[Your Organization Name]

[Your Organization Address]
[Your Organization Phone Number], [Your Organization Email Address]
[Your Organization Website]

[Date]

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Requesting Donations for [Your Organization] — [Specific Goal, e.g., "Improving Our Facilities" or "Support [Program Name]"]

Dear [Sponsor Name],

At [Your Organization], a [non-profit organization, educational institution, community service group, etc.], we're dedicated to [your organization's primary goal] by [brief description of the work you do].

We recently [brief and compelling story or anecdote that highlights the impact of your organization's work]. We couldn't do any of this without the generous support of businesses like [Their Company], which is why we're writing to request your support through in-kind donations.

[Specifically state the in-kind donation(s) you are requesting. For example:
• "We are currently seeking donations of [specific items, e.g., gently used clothing, office supplies, building materials].
• "Your company's expertise in [specific area, e.g., graphic design, marketing] would be invaluable to our organization."
• "We are in need of [specific services, e.g., catering for an upcoming event, transportation for volunteers, assistance with website development]."]

Your generous contribution of [mention specific items or services again] would make a significant difference in [explain the direct impact of the donation such as "providing essential resources to our clients," "improving our ability to serve the community," "allowing us to expand our educational programs."]

We would appreciate any support [Their Company] can offer to endorse our mission; even small contributions can have a substantial impact!

We would be grateful for the opportunity to discuss your potential support further.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Title], [Your Organization]