[Your Organization Name]

[Date]

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

Seeking [Specific Items, Services, or In-Kind Donations] To Support [Organization]'s Mission

Dear [Donor Name],

At [Organization Name], we are dedicated to [briefly state your mission]. We are reaching out to you today to explore the possibility of partnering through an in-kind donation.

We understand that [mention something specific about the potential donor's business or expertise]. Your [mention specific product or service they provide] would be invaluable in supporting our efforts to [explain how their product or service will be used, e.g., daily operations, specific programs, upcoming events].

Your donation of [specific example of an in-kind donation] would allow us to [explain the direct impact of that item]. By directly supporting [Organization Name]'s mission, you'll help us [reiterate the overall impact of your organization]. Your generosity will allow us to allocate more of our resources to [mention how saved resources will be used to support your mission, e.g. provide services or run programs].

Thank you for your time and consideration.

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