Sponsorship Letter Requesting In-Kind Donations

Date

Your Name

Your Organization’s Name Street

City, State ZIP

Dear [Donor’s Name],

My name is [your name], and I am part of the team at [nonprofit’s name]. We are hosting our annual [name of

the event]. This event not only helps raise funds for [describe your cause], but it will also raise awareness of our cause.

We are proud to announce that this year’s event will be held on [date] at [location].

Since the event’s inception, we have raised over [amount], and this year, we plan on raising even more! So far

we are expecting approximately [number of attendees] participants.

Every year, this event would not be possible without the support of local companies who provide valuable.

products and services so that we can support participants during the event.

Would you be willing to sponsor [a table/a booth/set-up materials/etc.] to help make this year’s event?

possible?

If you wish to support us, I would be happy to provide you with more information. Thank you for your consideration! With your help, we are one step closer to [your goal]!

Sincerely,

[Your printed name]

[Your title]

[Your signature]