

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Nonprofit Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am reaching out to express my support for the valuable work that [Nonprofit Organization Name] is doing in our community. I am impressed by your commitment to [specific cause or mission of the nonprofit], and I would like to contribute in a meaningful way.

I would like to offer an in-kind donation of [describe the item(s) or service(s) you wish to donate] to support your efforts. This contribution is intended to [explain how this donation will benefit the organization or its mission].

Please let me know if this donation aligns with your current needs. I am more than willing to coordinate a time for delivery or discuss any logistics involved. Thank you for the work that you and your team do every day to make a difference.

Looking forward to hearing from you soon.

Warm regards,

[Your Name]
[Your Title or Affiliation if applicable]