

Sample In-Kind Contribution / Donation Letter Format

ORGANIZATION LETTERHEAD

Date

Name of Donor

Company Name (if appropriate)

Address

City, State ZIP

RE: In-kind contribution for _____ (name of the program)

Dear _____ (the name of the person the letter should be returned to):

This letter is to confirm that I am donating _____ (an item or other physical contribution), worth \$ _____ for the _____ (name of the program).

-OR-

This letter is to confirm that I am donating _____ (number) hours of my time, valued at \$ _____/per hour, to perform the services of _____ (for example: Web design; t-shirt sales; event management; PR, Research; etc.). The total value of my contribution is \$ _____.

Sincerely,

(Original Signature)

Typed Name of Donor