**Donation Request Letter**

[DATE]

[ADDRESS]

Re: Donation Request

To Whom It May Concern:

I am an employee of [INSERT AGENCY] and am serving as the department’s agency coordinator for the Governor’s State Employees Food Drive. This annual food drive is the largest food drive benefiting the Oregon Food Bank Network and last year raised millions of pounds of food.

As agency coordinator, I have planned several fundraising events during the month of February, including [DESCRIPTION OF EVENT TO BE SPONSORED]. In support of this event, I would like to ask that your business consider making an in-kind contribution, specifically [DESCRIBE DONATION SOUGHT].

While your donation will be used to raise funds for the Oregon Food Bank Network, we are not able to provide a receipt for tax purposes as the donation is not going directly to the Oregon Food Bank Network. Donations made to a state agency representative to be used in a fundraising event are not tax deductible.

If you have any questions, please feel free to contact me at [INSERT PHONE NUMBER] or via e-mail at [INSERT E-MAIL ADDRESS]. Thank you for your consideration and I look forward to hearing from you soon.

Yours very truly,

[INSERT NAME]

Agency/University Coordinator