

SAMPLE IN-KIND DONATION REQUEST LETTER  
May only be used for events that take place on the MassArt campus

Date \_\_\_\_\_

Dear \_\_\_\_\_:

The Massachusetts College of Art and Design opened its doors to emerging artists in 1873, and since then has been proudly supporting public art and design education longer than any public college in America. MassArt's Annual Benefit Art Auction is the college's signature fundraising event. Every year, it generates resources in support of scholarships, faculty development, exhibitions, and visual arts programs for urban youth and other Boston-area residents. Last year's auction raised more than \$600,000.

The auction features work in a variety of media by nationally and internationally known artists, emerging artists, as well as MassArt alumni, faculty, and students. Overall, more than three hundred pieces are included in the auction each year.

***How you can help***

The MassArt Foundation, which organizes the auction, welcomes contributions of artwork and invites corporate sponsors. In-kind contributions of goods and services are especially appreciated. Your contribution of \_\_\_\_\_ will help make the auction a success.

***Benefits to you***

Along with supporting a worthy cause, it will also give your company great publicity with the event's organizers (100% volunteers) and the 600+ guests from the local area that will attend the event. In today's economy, that kind of goodwill is a wonderful asset that can help contribute to your company's own success.

***We are grateful to you***

Thank you in advance for your generosity and for supporting art education in Massachusetts. If you are interested in making a donation please contact me at \_\_\_\_\_ and I will be happy to answer any questions you may have.

Thank you in advance for your consideration.

Sincerely,

*YOUR SIGNATURE*

Your Name (typed)

Your title

Your email address

Your phone number