

DONATION REQUEST FORM

Messenger Coffee Co. has a big heart, and **we love to support a variety of organizations.** We can't fulfill every request we receive, but we do try to help out as many causes as we can.

Donation requests must be submitted at least two weeks prior to an event, and we ask for this donation request as well as a tax-exempt letter—we won't consider a request without these two pieces. **Thank you! We look forward to hearing more about your cause.**

TODAY'S DATE:

EVENT DETAILS

NAME

EMAIL

PHONE

TAX ID NUMBER

DONATION/EVENT DATE

NAME OF ORGANIZATION/EVENT

WEBSITE OF ORGANIZATION/EVENT

EVENT LOCATION (IF APPLICABLE)

EVENT TIMES (I.E. 7-10 P.M.)

NUMBER OF ANTICIPATED ATTENDEES

ADDITIONAL COMMITTED SPONSORS

OVERVIEW OF DONATION REQUEST

PLEASE REMEMBER TO INCLUDE YOUR TAX-EXEMPT LETTER

