horizontal line**Donation Request Form**

**1. Request Number:**[Auto-generated or Assigned]

**2. Date of Request:**[MM/DD/YYYY]

**3. Organization/Individual Details:**

* **Name:** [Enter name]
* **Contact Information:** [Enter phone number, email, or both]
* **Address:** [Enter address]

**4. Purpose of Donation:**

* Charity/Non-Profit Support
* Community Event
* Educational Program
* Other: [Specify]

**5. Description of Donation Request:**[Provide a detailed description, including the type of donation requested (monetary, items, etc.) and its intended use.]

**6. Requested Amount or Items:**[Specify the amount or list the required items.]

**7. Deadline for Donation:**[MM/DD/YYYY]

**8. Additional Comments or Special Instructions:**[Provide any additional information or instructions.]

**9. Attachments:**

* Proposal/Supporting Documents
* Event/Program Details
* Other: [Specify]

**10. Status (For Office Use Only):**

* Approved
* Pending
* Denied
* **Remarks:** [Provide remarks if applicable]