

[Your Name]
[Your Title/Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Donor's Name]
[Donor's Organization]
[Donor's Address]
[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. We are a [brief description of your organization's mission and activities].

As we strive to support [mention the community you serve or a specific initiative], we are reaching out to seek your generous help. Currently, we are [briefly explain the need for food donations and the impact they have on your programs].

Your contributions can make a significant difference by [describe how the food will be used and its impact on the recipients]. In particular, we are looking for [list specific food items needed or types of donations]. We would greatly appreciate it if you could consider making a donation to support our mission. Together, we can ensure that [mention the positive outcome for the community or individuals involved].

Thank you for considering our request. I would be happy to discuss this further or answer any questions you may have. Please feel free to contact me at [your phone number] or [your email address].

Warm regards,

[Your Name]
[Your Title/Position]
[Your Organization]