

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization/Community Group Name], a nonprofit organization dedicated to [briefly describe your mission and activities].

As we strive to support those in need within our community, we are reaching out to request food donations for our upcoming [event/campaign/program] on [date]. We aim to serve [number] families/individuals with a nutritious meal, and your generous contribution would greatly impact their lives.

We are specifically in need of [list specific food items or types of donations you are seeking]. Any assistance you can provide would be immensely appreciated and will help us in our mission to alleviate hunger and support those facing food insecurity.

We would be grateful if you could let us know by [RSVP deadline] if your organization is able to assist. We would be happy to arrange a convenient pickup time or provide details for drop-off.

Thank you for considering our request. Together, we can make a significant difference in our community. Should you have any questions or need further information, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Position]
[Your Organization/Community Group Name]
[Organization Website if applicable]