

[Your Name]  
[Your Position]  
[Your Organization/Community Group Name]  
[Your Organization's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization/Community Group Name] to request your support in our upcoming food donation drive aimed at assisting members of our community facing food insecurity.

As you may know, [briefly describe the current food situation in the community or organization]. In response to this pressing need, we are organizing a food donation campaign on [date(s) of the event] to collect non-perishable food items and other essential supplies.

We would be grateful if [Recipient's Organization] could contribute by donating [specific items or types of food needed]. Your generous support will help us provide meals to those in need and promote food security within our community.

We are planning to [describe how the donations will be used, e.g., distribute them to local food banks, host a community meal, etc.]. Contributions can be dropped off at [location] between [timeframes], or we can arrange for a pickup at your convenience.

Thank you for considering our request. Your kindness and generosity can make a significant difference in the lives of many. If you have any questions or would like to discuss this further, please do not hesitate to reach out.

Warm regards,

[Your Name]  
[Your Position]  
[Your Organization/Community Group Name]  
[Email Address]  
[Phone Number]