

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

[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [your position or connection to the cause]. I am writing to request your support for our food assistance program that serves [describe the community or population you serve].

[Explain the need for food assistance and the impact it has on the community. Include relevant statistics or personal stories to illustrate the importance of your request.]

We are seeking donations of [specific food items, funds, or resources] to help us meet the growing demand for our services. Your generous contribution would directly support [explain how the donation will be used].

We would be grateful for any support you can provide. If you are interested, I would be happy to discuss our program in more detail or arrange a meeting at your convenience.

Thank you for considering our request. We truly appreciate your commitment to supporting those in need.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization's Name]  
[Your Organization's Website] (if applicable)  
[Additional Contact Information]