

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization] to request food donations for [specific homeless shelter name]. Our shelter serves individuals and families experiencing homelessness in our community, providing them with not only a safe place to stay but also nutritious meals to sustain them.

As you may know, the demand for our services has significantly increased, and we strive to ensure that everyone has access to healthy food. We are reaching out to local businesses and community members to help us in our mission. Your generous food donation can make a significant difference in the lives of those we serve.

We are in need of the following items:

- [List specific food items, e.g., canned goods, fresh produce, non-perishable items, etc.]
- [Additional items]

Donations can be dropped off at [shelter address] or we would be happy to arrange for a pickup at your convenience. We are grateful for any contribution you can make, and we are happy to provide a donation receipt for tax purposes.

Thank you for considering our request. Together, we can make a positive impact on our community and help those in need.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]