

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

Dear [Business Owner's Name],

I hope this letter finds you well. My name is [Your Name], and I represent [Your Organization/Community Group Name], a local [briefly describe your organization's mission, e.g., nonprofit dedicated to feeding the hungry in our community].

We are currently organizing a [describe the event or program, e.g., "food drive" or "community meal event"] scheduled for [date of event]. Our goal is to [briefly explain the purpose and impact of the event, e.g., provide meals to families in need during the holiday season].

To make this event successful, we are reaching out to local businesses for support in the form of food donations. Your generous contribution would not only help us serve those in need but also showcase your commitment to our community.

We would be grateful for any food items you are able to donate, such as [list examples of food items, e.g., canned goods, fresh produce, baked goods]. If you are willing to help, please let us know by [RSVP date] so we can make the necessary arrangements for pickup or delivery.

Thank you for considering our request. Your support can make a significant difference in the lives of many individuals and families in our community. We would be happy to recognize your business in our promotional materials and at the event.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/Community Group Name]
[Your Contact Information]