

[Your Name]
[Your Position/Title]
[School/Organization Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Donor's Name]
[Donor's Organization]
[Donor's Address]
[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. I am writing to you on behalf of [School/Organization Name] to request your support for our food donation program that aims to provide nutritious meals for our students in need. As you may know, many of our students rely on school meals to meet their daily nutritional needs. Unfortunately, some families face significant challenges in providing sufficient food at home, impacting their children's well-being and academic performance.

We believe that with your generous support, we can make a difference. We are currently seeking food donations, including non-perishable items such as canned goods, dried fruits, and protein sources. Any contributions you can make will directly benefit our students and help ensure no child goes hungry.

We would be grateful if you could consider supporting our initiative. If you're able to contribute, please feel free to reach out to us at [Phone Number] or [Email Address] to discuss logistics.

Thank you for considering our request. Together, we can create a healthier and more supportive environment for our students.

Warm regards,

[Your Name]
[Your Position/Title]
[School/Organization Name]