

[Your Name]
[Your Title]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express our organization's intent to contribute to [Recipient Organization's Name] through food donations. We recognize the significant impact your organization has in [briefly describe the mission or impact of the recipient organization] and are eager to support your efforts.

Our commitment includes [describe the specifics of the donation, e.g., types of food, quantity, frequency of donations]. We believe that these contributions will help [describe how your donations will assist the recipient organization and the community they serve].

We look forward to collaborating with your team to ensure a seamless process for delivering these donations, which we hope to commence by [provide a proposed timeline or start date].

Please let us know if there are any specific requirements or guidelines we need to follow during this contribution process. We are excited about the opportunity to support your valuable work.

Thank you for your consideration. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Contact Information]