

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

[Recipient Name]  
[Restaurant Name]  
[Restaurant Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization], a [brief description of your organization and its mission].

We are reaching out to local businesses like [Restaurant Name] to request your support in our efforts to [describe the purpose of the request, e.g., feed those in need, support a community event].

We are currently organizing [event or program details] and are seeking donations of food items that will help us provide [describe who will benefit from the donations, e.g., meals for families, support for a community event]. Your generous contribution would not only help us in our mission but also showcase your commitment to our community.

If you are able to assist us with food donations, we would be immensely grateful. We would be happy to recognize your restaurant as a valued partner in our efforts through [mention any publicity, social media shout-outs, or event signage].

Thank you for considering our request. I would love to discuss this opportunity further and explore how we can work together. Please feel free to contact me at [your phone number] or [your email address].

Looking forward to the possibility of collaborating with you.

Warm regards,

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