

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization/Charity Name], which is dedicated to [briefly describe your mission or purpose]. We are organizing a charity event scheduled for [date] at [venue/location], aimed at [briefly describe the goal of the event, e.g., raising funds for a specific cause, supporting a community initiative, etc.].

As part of our event, we are seeking food donations to provide a warm meal for our attendees and volunteers. We anticipate approximately [number] participants and would greatly appreciate any contributions your organization could provide, whether it be prepared meals, snacks, or beverages.

Your support would not only assist in making this event successful but also demonstrate your commitment to our community. In return, we will be pleased to acknowledge your generous support in our promotional materials and at the event itself.

If you have any questions or would like to discuss this further, please feel free to contact me at [your phone number] or [your email address]. Thank you for considering our request, and we hope to partner with you to make a difference.

Warm regards,

[Your Name]
[Your Title]
[Your Organization]