

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

[Recipient's Name]
[Store Name]

[Store Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization], a [brief description of your organization and its mission, e.g., nonprofit organization dedicated to combating hunger in our community].

We are currently seeking food donations to support our ongoing efforts to provide [mention specific services or programs provided, e.g., meals to families in need, food pantries, etc.]. Your grocery store, [Store Name], is known for its commitment to supporting the community, and we would be grateful for any assistance you could provide.

We are particularly in need of [list specific food items or types of donations needed, e.g., canned goods, fresh produce, bakery items, etc.]. Any contributions, large or small, would be immensely appreciated and will directly benefit those in need within our community.

If you would like to discuss this further or have any questions, please feel free to contact me at [your phone number] or [your email address]. Thank you for considering our request. We look forward to the possibility of partnering with [Store Name] to help those in need.

Warm regards,

[Your Name]
[Your Title]
[Your Organization]
[Your Organization's Website, if applicable]