

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization], which is dedicated to [briefly describe your organization's mission and work related to food assistance].

As the holiday season approaches, we are reaching out to our valued community partners to rally support for our upcoming food drive, taking place from [start date] to [end date]. This event aims to collect non-perishable food items to help those in need within our community, particularly [mention target demographics, e.g., families, children, elderly].

Last year, with the generosity of donors like you, we were able to provide [specific impact, e.g., meals, food packages] to [number] families. However, as the need continues to grow, we are hoping to surpass that this year, and we need your help.

We are kindly requesting donations of [specific food items or types of donations] to help us reach our goal. Any contribution, no matter how small, will go a long way in making a difference for those who are struggling. Additionally, if you would like to organize a collection drive within your organization, we would be thrilled to provide you with promotional materials and support to facilitate the effort.

Please feel free to reach out if you have any questions or would like more information about our food drive. Together, we can help nourish our community and ensure that no one goes hungry this season.

Thank you for considering this opportunity to make a meaningful impact. We look forward to partnering with you to bring hope and sustenance to those in need.

Warm regards,

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