

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization's Name], a nonprofit organization dedicated to [briefly describe your mission and the population you serve].

We are currently facing an increased demand for food assistance in our community due to [explain the reason, e.g., economic challenges, a recent disaster, etc.]. To meet this growing need, we are reaching out to local businesses and community members for support.

We would greatly appreciate any food donations you could provide. Specifically, we are in need of [list specific food items needed, e.g., canned goods, non-perishable items, fresh produce]. Your generosity would make a significant impact on the lives of families and individuals in our community.

If you are willing to contribute, please contact me at [your phone number] or [your email address]. We can arrange a time for pickup or drop-off that works for you.

Thank you for considering our request, and for your continued support of our community.

Sincerely,

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