

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request assistance with food support due to [briefly explain your situation, e.g., job loss, medical issues, etc.].

As a result of [explain how your situation affects your ability to provide food], I am currently struggling to secure enough nutritious food for myself and my family.

I have explored various options but have been unable to find sustainable solutions. I would greatly appreciate any resources or assistance your organization can provide, including information on food pantry services or programs available for individuals in need.

Thank you for considering my request. I am hopeful for your support during this challenging time. Please feel free to contact me if you need any additional information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]