

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

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to request assistance in obtaining food support for myself and my family. Due to [brief explanation of your situation, e.g., job loss, medical issues, etc.], we are currently facing difficulties in affording sufficient meals.

We are in need of support to help us through this challenging time. I would greatly appreciate any assistance you could provide, whether it be in the form of food packages, vouchers, or information on local food pantry services.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]