

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

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

Dear [Donor's Name],

Subject: Request for Food Donation

I hope this letter finds you well. My name is [Your Name], and I am [Your Position/Role] at [Your Organization/Project Name], a non-profit organization dedicated to [brief description of your mission and activities].

We are currently organizing [event/initiative name] aimed at [describe the purpose of the event, e.g., feeding the less fortunate, supporting local families, etc.], which is scheduled to take place on [date] at [location]. To make this event successful, we are reaching out to community leaders and businesses for support.

We would be grateful if [Donor's Organization] could consider donating food items such as [list specific items, e.g., canned goods, fresh produce, baked goods, etc.]. Your generous contribution would help us provide nutritious meals to families in need in our community.

We appreciate any donation you can provide, and it would be our honor to recognize your support during our event. Thank you for considering our request. Please feel free to reach out to me at [phone number] or [email address] if you have any questions or require further information.

Thank you for your time and support.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Website URL, if applicable]