

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

Subject: Urgent Appeal for Food Donations

I hope this letter finds you well. As the holiday season approaches, we are reaching out to our compassionate community members for assistance in our mission to combat hunger.

At [Your Organization's Name], we strive to provide nourishment and support to individuals and families in need. This year, we aim to distribute [specific number] food packages to those facing food insecurity in our area.

We kindly request your help in this initiative. Your generous donation of non-perishable food items can make a significant difference. Items like canned vegetables, pasta, rice, and protein sources are especially needed.

Every contribution, no matter the size, will help us achieve our goal and spread hope during these challenging times. Together, we can ensure that no one goes hungry in our community.

Please consider making a donation by [donation deadline]. You can drop off your contributions at [drop-off location] or contact us at [phone number] for more information.

Thank you for your continued support. Together, we can create a brighter future for those in need.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]

[Website, if applicable]