

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

[Recipient Name]
[Recipient Position]
[Business Name]
[Business Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [your position] at [Your Organization], a nonprofit dedicated to [briefly describe your mission and work].

We are reaching out to local businesses like [Business Name] to seek your support in our food donation initiative. Every year, [briefly describe the number of individuals served, community impact, or specific events].

We believe that with your generous contribution, we can make a significant difference in the lives of those facing food insecurity in our community. Your donation will not only help provide meals but also promote goodwill and demonstrate your commitment to supporting our community.

We would greatly appreciate any food donations you could provide, whether it be [list specific items needed or types of contributions]. We are happy to coordinate with your schedule for pickup or drop-off at your convenience.

Thank you for considering our request. We would love to partner with [Business Name] in this meaningful endeavor. Please feel free to contact me directly at [your phone number] or [your email] if you have any questions or need further information.

We look forward to the opportunity to work together to make a lasting impact in our community.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]
[Website URL (if applicable)]
[Social Media handles (if applicable)]