

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

[Recipient's Name]
[Recipient's Title]
[Shelter/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position/Relationship to the Community] reaching out to request your support in providing food donations to [Specific Shelter or Organization Name].

As you may know, many individuals and families in our community are facing food insecurity, and your shelter plays a vital role in alleviating this issue. We are seeking food donations to help sustain the essential services you offer.

We are particularly in need of [specific types of food items, e.g., canned goods, non-perishable items, fresh produce], which will help us feed those who rely on your shelter. Any contribution, big or small, would be immensely appreciated.

If you are interested, we would love to discuss how we can coordinate this effort and facilitate the donation process. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. Together, we can make a difference in the lives of those in need.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization, if applicable]