

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

[Recipient Name]  
[Recipient Title/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [your title or a brief description of your organization]. We are reaching out to you because we are committed to [describe your mission or purpose related to food donation, e.g., addressing food insecurity in our community].

As you may know, many families in our area are struggling to put food on the table. That's why we are launching our [specific initiative or event, e.g., "Annual Food Drive"] on [dates]. We are seeking the support of generous partners like [Recipient's Organization] to help us make a significant impact.

We would be grateful if you could contribute [specific food items or types of donations, e.g., non-perishable food items, fresh produce, etc.]. Your donation will directly support [describe how the donations will be used or the beneficiaries].

We anticipate serving [number] individuals and families through this initiative, and with your support, we can make a real difference in their lives. We would love to discuss ideas for collaboration or how we can make the donation process as seamless as possible for you.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information. Thank you for considering this opportunity to help those in need in our community.

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization]  
[Website (if applicable)]