

[Your Name]
[Your Position]
[Your Organization]
[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],

I hope this letter finds you in good health and spirits. I am writing to you on behalf of [Your Organization], a non-profit organization dedicated to [briefly describe your organization's mission and the community it serves].

As a part of our ongoing efforts to support [mention specific population or cause], we are reaching out to seek food donations to assist us in our mission. With the increased need in our community, we aim to provide nutritious meals to those who are struggling.

We believe that with your generous support, we can make a significant impact. We are specifically looking for [mention specific items needed, e.g., non-perishable food items, fresh produce, etc.]. Any contribution you can make would be immensely appreciated and will go directly to those in need.

If you are able to assist us in this cause, please feel free to contact me at [your phone number] or [your email address]. We would love to arrange a drop-off time that is convenient for you.

Thank you very much for considering our request. Your support can bring hope and nourishment to many individuals in our community.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]