

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

[Recipient's Name]
[Recipient's Title/Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization's Name], a local nonprofit dedicated to [briefly describe the mission of your organization].

As we strive to support our community, we are currently facing an increasing demand for food assistance. We are reaching out to local businesses and organizations that can help us in our mission to provide nutritious meals to those in need.

We would greatly appreciate any food donations you could provide, whether in the form of non-perishable items, fresh produce, or other food products that can aid us in feeding our community. Every contribution counts and helps us to ensure that no one goes hungry.

We would be happy to arrange a pickup or accept drop-off donations at [provide details on where donations can be made]. If you are interested in partnering with us, please feel free to contact me directly at [your phone number] or [your email address].

Thank you for considering our request for support. Together, we can make a significant impact in the lives of those who need it most.

Warm regards,

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