

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

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

Dear [Recipient's Name],

Subject: Appeal for Food Donation

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

As you may know, many individuals and families in our community are struggling with food insecurity. In light of this, we are reaching out to compassionate partners like you to help us make a difference.

We are currently organizing a food drive to collect non-perishable items for those in need, and we would be grateful for any contributions you could make. Your support can help us provide meals and hope to countless families who rely on our services.

If you are able to contribute, we kindly ask for donations of items such as [list specific food items needed]. We are accepting donations until [donation deadline], and we can arrange for pick-up or drop-off at your convenience.

Thank you for considering our request. Together, we can work towards alleviating hunger in our community. Please feel free to reach out to me at [your phone number] or [your email address] if you have any questions or need further information.

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization's Name]