

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

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

Dear [Recipient's Name],

I am writing to express our intent to donate food items to [Recipient's Organization] as part of our commitment to supporting local communities and addressing food insecurity. Our organization, [Your Organization], has a longstanding dedication to promoting nutrition and providing assistance to those in need.

We plan to provide [specific details about the food donations, including types of food, quantities, and any special considerations]. These donations are intended to assist [describe the target population or specific programs, if applicable].

We aim to initiate this donation on [proposed start date] and would like to coordinate with your team to ensure a smooth delivery process. Our goal is to make a positive impact in the community and support your efforts in [briefly mention their mission or work].

Please let us know if you would be interested in this opportunity, and we can discuss further details. We look forward to your response and the possibility of working together to make a difference.

Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]