

[Your Name]
[Your Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization], a non-profit organization dedicated to [briefly describe your organization's mission].

As we continue our efforts to support [specific group or community], we are reaching out to request your support in the form of food supplies. Our organization is currently running [describe the initiative or program], which aims to provide [describe the purpose, e.g., meals, groceries] to those in need.

We are currently in need of the following food items:

1. [Item 1]
2. [Item 2]
3. [Item 3]

Any contributions you can make will greatly assist us in fulfilling our mission and making a positive impact on our community. We would be happy to coordinate a pickup or delivery according to your convenience.

Thank you for considering our request. We greatly appreciate any support you can provide and look forward to the possibility of partnering with you in this noble cause.

Warm regards,

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