

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

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

Dear [Recipient Name],

Subject: Request for Food Donations

I hope this letter finds you well. My name is [Your Name], and I am [your position] at [Your Organization]. We are dedicated to [briefly describe your organization's mission and the community you serve].

As we continue our efforts to [describe the specific program or mission related to food assistance], we are reaching out to local businesses and community members for support. We humbly request your assistance in the form of food donations.

Your generous contributions will help us [describe how the donations will be used and the impact they will have]. With the growing need in our community, every donation counts and makes a significant difference in the lives of those we serve.

If you are able to assist, please feel free to reach out to me at [your phone number] or [your email address]. We would be grateful for any support you can provide, and we are happy to discuss other ways to partner as well.

Thank you for considering our request. We appreciate your support in helping us [mention the goal or impact again].

Warm regards,

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