

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

[Recipient's Name]
[Recipient's Position]
[Organization's Name]
[Organization'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 writing to express my interest in supporting [Organization's Name] through a food donation.

At [Your Organization/Company Name], we are committed to [briefly state your mission or reason for support, e.g., addressing food insecurity in our community]. We believe that [mention the importance of food donations and how it aligns with the recipient's organization's mission].

We would like to offer [describe the type and quantity of food items you wish to donate, e.g., non-perishable goods, fresh produce, etc.], and we are hopeful that these contributions can assist in [briefly mention the impact of the donation, e.g., providing meals to those in need].

Please let us know the best way to proceed with the donation. We are happy to coordinate delivery or arrange a time for pickup that is convenient for you.

Thank you for the important work you do, and for the opportunity to support your mission. I look forward to your response.

Warm regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization's Name, if applicable]