

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

Dear [Recipient Name],

I am writing to formally request food assistance due to [brief explanation of your situation, e.g., job loss, medical expenses, etc.].

I am currently facing challenges that have impacted my ability to provide sufficient food for myself and my family. [Provide specific details about your situation, such as number of people in your household, any extenuating circumstances, etc.].

I am seeking support through your program, as I believe it would greatly alleviate our current hardships.

Thank you for your consideration. I look forward to your positive response.

Sincerely,
[Your Name]