

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

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request assistance with food support due to [brief explanation of your situation, e.g., financial hardship, unemployment, etc.].

[Provide a detailed explanation of your current circumstances, including any relevant details that illustrate your need for food assistance. Mention how this situation has affected you or your family, and any specific challenges you are facing.]

I have researched your organization and the programs you offer, and I believe that your support would greatly benefit my situation. [Mention any specific programs you are interested in, if applicable.]

I have attached [list any documents you are including, such as income statements, identification, etc.] to support my application. I appreciate your time and consideration of my request and look forward to your response.

Thank you very much for your assistance in this difficult time.

Sincerely,

[Your Name]