

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to you on behalf of [Your Organization's Name], a [brief description of your organization, e.g., nonprofit organization dedicated to addressing food insecurity]. We are committed to making a positive impact in our community by ensuring that no food goes to waste, while helping those in need.

We are reaching out to explore potential partnerships for food donations. We would be grateful if your organization could consider donating any left-over food from your events or daily operations. By doing so, you not only help reduce food waste but also provide nourishment for individuals and families facing food insecurity in our community.

We would be happy to coordinate logistics to ensure a smooth donation process that works for your team. Our organization is fully compliant with food safety regulations and can safely handle and distribute food donations.

Thank you for considering this opportunity to make a difference. We would love to discuss this further and explore how we can work together. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Looking forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]