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# Donation Request Letter For Food

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title or "To Whom It May Concern"]

[Recipient's Organization/Business Name]


[Recipient'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 the [Your Title] at [Your Organization's Name], a nonprofit committed to [brief description of your mission, e.g., feeding the homeless, providing emergency food relief, etc.].

We are reaching out to our community for support as we prepare for [describe the specific event or ongoing need, such as an upcoming community meal or maintaining stock at a local food bank]. Due to [mention any recent challenges your organization



faces, like increased demand or a funding shortfall], we find ourselves in urgent need of additional resources.

We are specifically seeking donations of [list specific types of food you need, such as canned goods, fresh produce, bakery items, etc.], and we believe that [Recipient's Organization/Business Name] can make a significant impact. Your support would be directly channeled into [describe exactly how the donated food will be used, e.g., "providing meals for over 200 daily visitors to our shelter" or "stocking shelves at our food bank through the winter months"].

Any contribution, large or small, will go a long way in helping us serve those in our community who rely on our services. We are happy to arrange for pickup of any donations or welcome drop-offs at our location [provide address or specific instructions if applicable].

Thank you very much for considering this request. Your support not only helps us fulfill our mission but also strengthens the bonds within our community by ensuring that no individual or family goes hungry.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you have any questions or need further information. We would be grateful for any assistance you can provide and would love to acknowledge your generosity in our upcoming newsletter and on our social media channels.

Thank you again for your time and consideration.

Warm regards,

**[Your Signature, if sending a hard copy]**

**[Your Printed Name]**

**[Your Title]**

**[Your Organization's Name]**