

# Charity Goods Delivery Request

**Date:** [Insert Date]

**To:** [Insert Charity Organization Name]

**Address:** [Insert Address]

**Contact Person:** [Insert Contact Name]

**Phone:** [Insert Phone Number]

Dear [Insert Contact Person's Name],

I hope this message finds you well. We are reaching out to request the delivery of goods to [Insert Delivery Address] on [Insert Delivery Date]. Our organization, [Insert Your Organization Name], aims to support those in need within our community.

We would greatly appreciate it if you could assist us by delivering the following items:

- [Item 1]
- [Item 2]
- [Item 3]

Please let us know if you are able to fulfill this request. We are more than willing to assist in any way possible to make this process easier for you.

Thank you for your attention to this matter and for your ongoing commitment to helping our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Contact Information]