Request for Food Donation

Date: [Insert Date]

[Your Name]

[Your Position]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Charity Name], a local organization dedicated to [briefly describe your charity's mission]. We serve the community by providing food assistance to those in need.

As a part of our ongoing efforts, we are reaching out to local businesses and individuals who might be willing to support our mission through food donations. We are currently in need of [specify types of food needed], and any contributions would be greatly appreciated.

Your generosity will help us ensure that no one in our community goes hungry. We would be happy to arrange a convenient time for a pickup or provide more information on how you can help.

Thank you for considering our request. We truly appreciate your support in making a difference in our community.

Warm regards,

[Your Name]

[Your Position]

[Charity Name]

[Contact Information]