

Dear Parents and Students,

We are excited to announce our upcoming Food Drive at [School Name]! This is a wonderful opportunity for us to come together as a community and help those in need.

Event Details:

Dates: [Start Date] to [End Date]

Location: [School Location]

How You Can Help:

We are requesting non-perishable food items such as canned goods, pasta, and rice. Please consider donating and helping us make a difference!

Collection Boxes:

Collection boxes will be located in the main entrance of the school.

Thank You!

Your support makes a big difference in our community. Together, we can help those in need!

Sincerely,

[Your Name]

[Your Position]

[School Name]