

# Request for Food and Beverage Contribution

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are excited to announce that [Your Organization] will be hosting our annual fundraising dinner on [Event Date] at [Event Location]. The proceeds from this event will support [briefly describe the purpose of the fundraiser].

To make this event a success, we are reaching out to local businesses and community members like yourself for food and beverage contributions. Your generous support will not only help us create a memorable evening for our guests, but it will also showcase your commitment to our community.

Your contribution can take the form of:

- Appetizers
- Main Courses
- Desserts
- Beverages (alcoholic and non-alcoholic)

We would be grateful for any assistance you can provide.

If you would like to contribute, please feel free to contact me directly at [Your Phone Number] or [Your Email Address]. We would be happy to arrange for pickup or drop off of your generous donation.

Thank you for considering our request. Together, we can make a significant difference in our community.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]