

Dear [Recipient's Name],

We hope this message finds you in good health and spirits. As a valued member of our church community, we are reaching out to inform you about our upcoming Outreach Program aimed at supporting those in need within our local area.

This program will take place on [Date] and will provide essential supplies, food, and support to families and individuals facing difficult times. To make this event a success, we are seeking contributions from generous supporters like you.

We would greatly appreciate your support in the form of supplies such as:

- Canned goods
- Personal hygiene products
- Clothing
- School supplies

You can drop off your contributions at the church office by [Drop-off Deadline] or contact us at [Contact Information] to arrange a pickup.

Thank you for considering this opportunity to serve our community. Together, we can make a meaningful difference in the lives of those around us.

Blessings,

[Your Name]

[Your Position]

[Church Name]

[Contact Information]