

# Letter Template for Charitable Contributions Guidelines

Dear [Recipient Name],

We are grateful for your generous support of our church and the community. As we prepare for the upcoming charitable contributions for our church baskets, we would like to provide you with the following guidelines:

## Contribution Guidelines

- All contributions should be non-perishable items, including canned goods, dried pasta, and rice.
- Please ensure that all donated items are unopened and within their expiration dates.
- We kindly ask that you avoid donating items that require refrigeration.
- Cash donations are also appreciated and can be used to purchase additional items as needed.

## Drop-off Information

You can drop off your contributions at the church office during the following hours:

- Monday to Friday: 9 AM - 5 PM
- Saturday: 10 AM - 2 PM

Thank you for your continued support and generosity. Together, we can make a positive impact on those in need.

Sincerely,

[Your Name]

[Your Title]

[Church Name]

[Contact Information]