

Donation Guidelines for Collection Baskets

Dear [Recipient's Name],

We are reaching out to provide you with guidelines for our upcoming donation drive. We greatly appreciate your willingness to support our effort through the collection baskets.

Acceptable Items

- Non-perishable food items
- New clothing and shoes
- Toiletries and hygiene products
- School supplies

Unacceptable Items

- Perishable food items
- Used clothing
- Damaged items
- Items past their expiration date

Collection Basket Location

Please place your donations in the designated collection baskets located at [Location Details].

Donation Deadline

The deadline for donations is [Date].

Thank you for your generosity and support!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]