

# Request for Retail Humanitarian Aid Donation

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Organization Name], an organization dedicated to [brief description of your organization's mission and activities]. We are currently seeking support for our ongoing humanitarian efforts aimed at [describe specific goals or projects].

Your retail establishment has a longstanding reputation for community involvement and generosity. We are reaching out to request your assistance through a donation of goods or services that would greatly benefit our cause. Specifically, we are in need of [list specific items or types of aid you are requesting].

Every contribution, no matter the size, has a substantial impact on the lives of those we serve. With your help, we can provide [explain how the donations will be used and the impact it will have].

We would be thrilled to publicly acknowledge your generosity through our promotional channels, including [mention any channels like social media, newsletters, etc.]. Your participation would not only enhance our efforts but also demonstrate your commitment to the well-being of our community.

Thank you very much for considering this request. We are hopeful for the possibility of partnering with you in support of those in need. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

Sincerely,

[Your Signature]

[Your Typed Name]

[Your Position]

[Organization Name]