

# Request for Assistance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Food Bank Name]

[Food Bank Address]

[City, State, Zip Code]

**Dear [Food Bank Manager's Name],**

I hope this letter finds you well. My name is [Your Name], and I am reaching out to request assistance from your food bank due to [brief explanation of your situation, e.g., financial hardship, job loss, etc.].

Due to [specific reasons], I am currently facing difficulties in providing adequate food for myself and my family. As a community resource, your food bank plays a vital role in helping individuals and families in need, and I would greatly appreciate any support you can offer.

If possible, I would like to know more about the process for receiving assistance and any specific requirements I should be aware of. Thank you for considering my request, and I look forward to your prompt response.

Sincerely,

[Your Name]