

# In-Kind Donation Request for Food and Pantry Items

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Donor's Name]

[Donor's Organization]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this message finds you well. I am reaching out on behalf of [Your Organization] to request your support in providing in-kind donations of food and pantry items to assist those in need within our community.

As you may know, [Briefly describe your organization and its mission]. Currently, we are facing an increasing demand for food assistance due to [mention any relevant reasons, e.g., economic downturn, increase in local population, etc.].

We would greatly appreciate any contributions you could make, including non-perishable food items such as canned goods, pasta, rice, and toiletries. Your generosity would make a significant impact in helping us fulfill our mission of assisting families who are struggling during these challenging times.

If you are able to assist us, please feel free to contact me at [Your Phone Number] or [Your Email Address]. We would be happy to arrange a convenient time for you to drop off donations or to discuss other ways you can support our efforts.

Thank you for considering our request. Your support means a great deal to us and to those we serve.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]