

Request for Food Donation

Dear [Restaurant Owner's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization/Charity Name]. We are dedicated to [brief description of your charity's mission and the community you serve].

We are reaching out to local restaurants like yours to request your support in our upcoming charity event on [date of the event]. This event aims to [brief details about the event's purpose and impact]. Your generous donation of food would not only help us provide meals but also showcase your commitment to supporting our community.

Any contribution, whether it's prepared meals, ingredients, or leftover food, would make a significant difference. We will ensure that all food is distributed safely and responsibly.

Thank you for considering our request. Together, we can make a positive impact on those in need. Please feel free to contact me at [your phone number] or [your email address] to discuss this further.

Warm regards,

[Your Name]
[Your Position]
[Your Organization/Charity Name]
[Organization's Address]
[Phone Number]
[Email Address]