

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As we prepare our seasonal menus, we are seeking to incorporate more locally sourced ingredients, particularly grains.

We would greatly appreciate it if you could provide us with a list of local grain suppliers in our area. This will help us to enhance our menu while supporting local agriculture.

Thank you for your assistance. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]