

# Letter of Intent for Food Donation

Date: [Insert Date]

[Your Restaurant Name]

[Your Restaurant Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

To: [Food Bank Name]

[Food Bank Address]

[City, State, Zip Code]

Dear [Food Bank Coordinator's Name],

We at [Your Restaurant Name] are committed to giving back to our community and helping those in need. We have a significant amount of surplus food that we would like to donate to [Food Bank Name].

The food we have available includes [brief list of food items], and we ensure that it is in good condition and safe for consumption.

We believe that this partnership will benefit the local community and assist in alleviating hunger. Please let us know the best way to coordinate the donation, including pickup or drop-off logistics.

Thank you for your efforts in combating food insecurity, and we look forward to working together to make a difference.

Sincerely,

[Your Name]

[Your Position]

[Your Restaurant Name]