

# Letter of Inquiry for Food Donation Collaboration

[Your Name]  
[Your Position]  
[Restaurant Name]  
[Restaurant Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Business Name]  
[Business Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Restaurant Name]. We are dedicated to not only serving our community delicious meals but also contributing to its well-being.

As part of our commitment to sustainability and social responsibility, we are seeking partnerships with local businesses to facilitate food donation initiatives. We believe that by collaborating with organizations like yours, we can make a greater impact in reducing food waste and supporting those in need.

We are reaching out to explore opportunities for collaboration. We would like to discuss how we can work together to implement a system for regularly donating excess food from our restaurant to benefit local charities and food banks. Your experience and network in the community would be invaluable in this endeavor.

We would love to schedule a meeting at your convenience to discuss this potential collaboration. Please let us know your available dates and times, and we will do our best to accommodate.

Thank you for considering this partnership opportunity. Together, we can make a significant difference in our community.

Sincerely,  
[Your Name]  
[Your Position]  
[Restaurant Name]