

# Donation Request for Canned Goods

[Your Name]

[Your Organization's Name]

[Organization's Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Grocery Store Manager's Name]

[Grocery Store's Name]

[Store Address]

[City, State, ZIP Code]

Dear [Grocery Store Manager's Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization's Name], a nonprofit organization dedicated to [briefly describe your organization's mission, e.g., "helping families in need by providing food assistance"].

As part of our ongoing efforts, we are reaching out to local grocery stores like yours for donations of canned goods. These items are essential for us to help support those in our community facing food insecurity, especially [mention any relevant details, such as the current season or recent hardships].

Your generous contribution would make a significant difference in the lives of those we serve. We appreciate any items you may be able to donate and welcome the opportunity to discuss potential collaborations.

Thank you for considering our request. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address]. We look forward to the possibility of working together to support our community.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]