

# Donation Request for Food Items

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Organization's Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Store Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Your Organization], a local non-profit organization dedicated to [briefly describe your organization's mission and goals].

As we strive to support our community, we are currently organizing a food drive that aims to provide nourishment to families in need. We are reaching out to your esteemed grocery store to request a donation of food items that can help us in this vital effort.

Your generous contribution would make a significant difference and help us ensure that no family in our community goes hungry. Some of the items we are in need of include canned goods, pasta, rice, and other non-perishable food items.

We would be grateful for any amount of assistance you can provide. Should you choose to donate, we would be happy to recognize your generosity in our promotional materials and at our food drive event.

Thank you for considering our request. I would be happy to discuss this further at your convenience. Please feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]