

Donation Request for Fresh Produce

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Grocery Store Manager's Name]

[Grocery Store Name]

[Store Address]

[City, State, ZIP Code]

Dear [Grocery 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 nonprofit dedicated to [brief description of your organization's mission].

We are currently seeking donations of fresh produce to support our community program that provides healthy meals to [specific community or group, e.g., low-income families, homeless individuals]. Our goal is to ensure that everyone has access to nutritious food, and your support would make a significant impact.

We are particularly interested in any surplus fruits, vegetables, or grocery items that may not be sellable but are still of good quality. We would be grateful for any contribution you can provide, and we can arrange for convenient pickup at your location.

Thank you for considering our request. If you have any questions or would like to discuss this further, please feel free to contact me at [Your Phone Number] or [Your Email Address]. We truly appreciate your support in helping us make a difference in our community.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]