

Request for Donation of Non-Perishable Items

Dear [Store Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization/Charity Name]. We are a non-profit organization dedicated to [brief description of your mission and the community you serve].

As we approach [specific event or time of year], we are reaching out to local grocery stores to seek support for our initiatives. We are currently in need of non-perishable items, including canned goods, pasta, rice, and other shelf-stable foods to help us provide for families in need in our community.

Your generous donation would go a long way in helping us achieve our goals and would directly benefit those who are struggling during these challenging times. We would be grateful for any contributions you can make, and in return, we would be happy to acknowledge your generosity on our website and at our events.

Thank you for considering our request. We would love the opportunity to discuss this further and explore how we can partner together to make a positive impact.

Warm regards,

[Your Name]

[Your Position]

[Your Organization/Charity Name]

[Your Phone Number]

[Your Email Address]