

# Request for Donation of Seasonal Items

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Grocery Store Manager's Name]

[Grocery Store 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] to request a donation of seasonal items from your grocery store. Each year, we host [describe your event, e.g., a community celebration, holiday distribution, etc.], which aims to [briefly explain the purpose of the event and its impact on the community].

This year, our event will take place on [date], and we anticipate serving over [number] individuals. We are reaching out to local businesses like yours to help make this event a success. Donations of seasonal items such as [list specific items needed, e.g., canned goods, fresh produce, holiday treats, etc.] would greatly enhance our efforts.

Your support would not only provide much-needed assistance to our community but also highlight [Grocery Store Name]'s commitment to local outreach and welfare.

We would be happy to recognize your generous contribution through [mention any promotional opportunities, e.g., social media shout-outs, event signage, etc.]. 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].

Thank you for considering our request. We truly appreciate your generosity and support in making our community stronger.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]