

Donation Request for Local Outreach Program

Date: [Insert Date]

[Your Name]

[Your Position]

[Restaurant Name]

[Restaurant Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

We hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Restaurant Name]. We are thrilled to announce our upcoming local outreach program aimed at supporting our community and those in need.

As part of this initiative, we are seeking support from local businesses. We are kindly requesting a donation to help us provide meals for families and individuals facing difficulties in our area. Your generous contribution will make a significant impact and help us achieve our goal of feeding [insert number] individuals.

We would be grateful for any support you can offer, whether it be food donations, gift cards, or monetary contributions. In return, we will recognize your generosity on our marketing materials, social media platforms, and during the outreach events.

Thank you for considering our request. Together, we can make a positive difference in our community. Please feel free to reach out to me directly at [Phone Number] or [Email Address] if you have any questions or would like to discuss this further.

Warm regards,

[Your Name]

[Your Position]

[Restaurant Name]