## DONATION LETTER

Subject: Help feed our community with **[organization’s name]**!

Dear **[donor’s name]**,

We are **[organization’s name]** and we work hard to provide awareness and support to **[organization’s cause]**. **[Describe emotional story about how your organization started working towards this cause]**.

In the past, we have hosted a number of programs that have helped our community. **[Describe past events or activities your organization has hosted in the past. Talk about the specific positive impact of these events]**. We hope to break our own records this year with our new, upcoming event, **[new event name]**. Taking place on **[date]**, we want to bring **[details of what this new event will do for your community, explain how food plays into your event]**.

However, to make this event a true triumph and bring the best experience to our community, we want to ask for your help. Would you be willing to make a food donation to our organization? In order to **[goal of event, for example: feed our attendees, help homeless people]**, we would love any help you can give. Look through your pantry, because just **[small donation amount]** will help us **[small positive impact]** whereas a **[larger donation amount]** will help us **[large positive impact]**.

If you’d be willing to contribute a gift of any kind, please contact us at **[phone number]** or visit our website at **[website]**. There is also an attached form with additional information. We’d love to begin this conversation!

Thank you,

**[Organization’s Name]**