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| Food Donation Request Letter |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Company Name,

Has [Company Name] ever wanted to show their support for [Nonprofit Name’s] mission, but you weren’t sure how?

[Nonprofit Name] is in desperate need of food donations, specifically [food type], [food type], and [food type].

Since your business has long been a supporter of the [Community Name] area, you’d be the perfect sponsor to help [Nonprofit Name] meet our food supply needs.

Even better, by making a contribution of [amount] of [food items], you’ll help feed [number] of [Community Name] families for [time period].

Are you ready to become an official [Nonprofit Name] food sponsor?

Contact us at [contact information] to learn more about our potential partnership.

Sincerely, [or with warm regards,]

Signature of a leader in the organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed name of organizational leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_