

Preliminary Food Donation Request Message

Hello [Recipient Name],

I am contacting you from [Organization Name] to inquire about the possibility of receiving food donations for [event/program]. While this is a preliminary message, we hope to collaborate with you to support our community members who are facing food shortages.

Items most needed include [list items]. We would love to discuss how you can assist or schedule a donation pickup.

Thank you for your time and consideration.

Sincerely,

[Your Name]

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