

Provisional Food Donation Request Letter

Subject: Preliminary Request for Food Donation Support

Dear [Recipient Name],

This is a preliminary request for food donations to support our [Event/Program] at [Organization Name]. While details are still being finalized, we would greatly appreciate any contributions you can offer.

Requested items include [list of food items] and approximate quantities. Confirmation of your potential support will help us plan effectively and coordinate logistics.

Thank you for considering this provisional request. We will follow up with full details shortly.

Best regards,

[Your Name]

[Your Position]

[Organization Name]

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