Date

Name

Address

Dear Community Members,

We are writing this letter to request you to help the people of our community, who are facing difficult times.

Since the pandemic of COVID-19 has hit us, many people have lost their jobs, and are unable to afford a decent living. There are people, who are not being able to feed their families even once a day. We have conducted our surveys and have realized that if we can support their food expenses, they will get back to a relatively better condition. Therefore, we have formed a community pantry, which will work in two ways:

1. We will distribute food to the needy people, and
2. Sell food to the people with a relatively better financial position at a lower price than the market to generate further funds.

We request you to donate generously, be it food or money so that we can reach people and provide them at least one of the necessities. As a community, it is our responsibility to support each other in any sort of crisis for the overall betterment.

If anyone wants to visit the pantry or have any questions, we are readily available at [X]. We will ensure that all your donations will reach the deserving people.

Regards,

Martha Steven.