

# Donation Request Letter for Food

To,  
Name  
Address  
Date

Subject

Dear Sir,

We are here to state that we all are aware of Kerala flood disaster and Nirala Charitable Fund has decided to help the flood affected people with basic food items. Hereby we request all to donate any food item from our list below to support our food collection campaign.

This is the chart you may refer to:

Rice  
Pulses of any variety  
Puffed Rice  
Sugar  
Tea leaves  
Milk powder  
Basic spices like Turmeric, Cumin powder  
Salt  
Biscuits, infant food

We target to deliver the items by 23rd of November. Hence we request you to submit your donation before 25th November.

Please feel free to ask any query to the Trust. If you want to volunteer in this campaign, you are cordially welcome.

Sincerely,

Rajat Sarkar

