

Food pantry letterhead

[Food Pantry Name]

Address, City, State, Zip

(Phone Number) | (Email)

(Date)

[ICC or Store Director's Name]

(Store Name – eg Safeway, Store #, Monroe, WA)

(Store Address)

Dear [Manager's Name],

Thank you for being a generous and dependable partner to [Food Pantry Name]. Your support has helped us consistently serve families in [City/Community] with dignity and compassion since [Date].

We're excited to share an important update that aligns with your store's values around community wellness, food waste reduction, and equitable food access. Our pantry has recently adopted nutrition guidelines focused on culturally inclusive, nutrient-rich foods, which are especially important for our customers managing chronic health conditions like diabetes and heart disease.

Your contributions already make a meaningful impact. With your help, we've been able to offer foods that support learning, prevent illness, and promote well-being. We invite you to deepen this impact by prioritizing nutritious items listed in our attached donation guide and policy. High-need foods include:

- Fresh fruits and vegetables
- Whole grains (e.g., brown rice, oats)
- Reduced-sodium canned goods (beans, canned vegetables)
- Canned fruits in 100% juice or water
- Canned fish and nut butters (no added sugar)
- Staples like flour, eggs, butter, and heart-healthy oils (olive oil, canola oil)

Donating healthier foods supports your neighbors and strengthens our community. It also highlights your store's leadership in health, equity, and social responsibility. These values resonate with your customers.

In appreciation, we offer:

- Recognition via our website and social media
- Coordinated donation logistics and clear guidelines
- Feedback on donations, including nutrition analysis
- Opportunities for staff engagement and food drives

We'd love to host you and your team for a pantry visit to see your donations in action and discuss shared goals. Thank you again for being a valued partner. We look forward to exploring new ways to collaborate.

With appreciation,

[Your Name]

[Title]

[Food Pantry Name]

[Phone] | [Email]