

[Sample letter to participants]

Re: Holiday Food Drive from [DATES]

Dear [Name]

This year <Enter Organization Name> is participating in the **Food: The Perfect Gift** drive to raise funds and food for the **San Francisco and Marin Food Banks**. I hope you will join me in this effort to help thousands in San Francisco and Marin who are at risk of going hungry this holiday season. With your help, the Food Bank will distribute food for holiday meals to more than 36,000 households during the holidays.

The Food Bank supplies food to 450+ local non-profit organizations that serve thousands of families, seniors, children and individuals. Here are two shocking facts about hunger in San Francisco:

- The majority of people receiving food assistance are not homeless. Over 60% of the clients who rely on the Food Bank live in homes with at least one working adult. They are working poor families and senior citizens whose incomes cannot stretch to pay basic living expenses and buy food.
- Children in our city are particularly at risk – **one in five children in San Francisco is not getting enough food to eat.**

Our goal is to raise <<Number of pounds>> and \$<<dollars>>.

This is an excellent chance to make a difference in our community and I encourage you to be part of this important effort.

Here are ways to help!

Donate Funds: Visit [Insert team link]

****With every dollar donated the Food Bank can distribute \$6 worth of food to those in need.**

Donate non-perishable foods: Food Bank barrels are located at [LOCATION] from [dates]. The Food Bank particularly needs the following items:

Tuna & Canned Meat
Cereal
Peanut Butter
Beans, Rice, Pasta
Soups & Stews
100% Fruit Juice
Canned Fruits & Vegetables
No glass, please

Help Spread the Word: Forward this email to friends and family and encourage them to donate.

Thank you in advance for your help! Together, we can no one goes hungry this holiday season.

Sincerely,