Name of organisation you’re requesting from

Their Address

City

(Date)

Dear (name of organisation i.e. Ponsonby Countdown),

My name is (first and last name) and I am the (name of your position i.e. Community Leader) of (name of your community initiative i.e. the Pataka Kai) located at (physical address).

I love what the movement stands for and am excited about doing my part to helping improve access

to kai to our children and families living in my own community. I love that I can also be part of a

cause that diverts perfectly good food from landfill to hungry bellies as well as helping to bridge

stronger connections between neighbours to support a more thriving community for us all to live in.

The way we achieve this is by simply placing a outdoor food pantry on residential streets, all the

food is crowdsourced by the community in which they are placed and the pantry is cared for by

everyday residents like myself with the support of neighbours.

In order for this to be sustainable long term it requires the assistance of our whole community. We

rely on residents donating excess fruits & veges from their trees and gardens, we rescue food from

supermarkets, dairies, cafes etc and we also rely on the wider community to donate food when and

where they can to their nearest pantries.

I am writing to request if (name of their organisation i.e. Sanitarium) would please consider donating any non perishable food items that would otherwise go to the bin but is perfectly fine to eat. Your support will enable us to ensure our pantries are regularly stocked for the many individuals and

families that access it in a time when many are struggling financially to put food on the table,

especially for the children.

We currently have 50+ free food pantries distributed around streets Auckland wide alone. We also have an option to leave a basket that can be filled at your own time and discretion and once it's full you can give us a call and we will come through and pick it up. Any assistance you could offer would be much appreciated.

Sincerely

(Your Name)

(Your contact number)