

SAMPLE DONOR REQUEST LETTER

Dear (INSERT Company, individual or organization)

Our organization is fighting hunger right here at UMKC! We will be hosting a food drive on [INSERT DATES] to help Kangaroo Pantry stock up for their Grand Opening in late March after spring break. This is a great chance to make a difference in our university community. I encourage you to join us in our efforts to help our struggling fellow students, staff and faculty.

Did you know that there are 11,866 students at UMKC on need based aid, 3800 students are recipients of Pell grants, and that 2 students reported that they were homeless in spring 2014? Kangaroo Pantry will be open 2 days per week to help those in need fill their bag with nutritious food. '

We would appreciate your support.

1. Make a tax deductible donation. For every \$1 donated, Kangaroo Pantry provides approximately \$11.00 worth of food. <https://ecommerce.umkc.edu/giving/>
2. Volunteer at Kangaroo Pantry. (Use hyperlink to link form: https://docs.google.com/forms/d/19jS12x3jX-FjUXdSgyWC6cYGsG3MlsU7kMlxxCt7DbI/viewform?c=0&w=1&usp=send_form)
3. Donate nonperishable food items at [LOCATION] during the drive. Much needed items include:
 - o peanut butter & jelly
 - o canned protein (such as tuna, soups, stews)
 - o canned fruits & vegetables
 - o fruit juices
 - o staples such as beans, rice, pasta

Thank you for your support!

[SIGNED BY EXECUTIVE , FOOD DRIVE COORDINATOR]