

Full Name
Address,
Town, State ZipCode

Month Day, Year

Recipient's Full Name
Store Name
Address
Town, State ZipCode

Dear Sir/Madam,

My name is _____ and I am currently a _____ attending _____ in Town, State. As a part of my project, I am creating a "Spark Pantry", which is a crowd-sourced solution to immediate and local needs. My goal for this project is to create as many pantries as I can in the neighborhood around me and play my part in society. The Sparkle Pantry facilitates neighbors helping neighbors, and building the community. Evidently, this "spark" will prove to illuminate the town and improve the well-being of its residents.

This small wooden structure that is planted into the ground is something that brings the whole neighborhood together. The Sparkle Pantry is most often for those who are not easily able to meet everyday food and personal needs. This can also be that extra "cup of sugar" that some kids may have never gotten. I have seen my classmates in my school lagging behind and not being able to focus due to their hunger. Since some families can barely support their kids due to low incomes, the Sparkle Pantry will be a key factor in enhancing society. The specialty of this pantry is that it is accessible to people at all times. Anyone can supply the pantry and anyone who needs it can take goods for themselves.

I would like to request _____ assistance in providing some of the necessary supplies needed to construct and stock the pantry. This would include things such as (_____). Donating scraps, or only a few items will be greatly appreciated. I am sure that a well-established store such as _____ will definitely be able to help me sustain and take my endeavor to the next level.

If you have any questions or want additional information, please contact me through my email _____.

We are working on behalf of The Spark Momentum. The Spark Momentum is fiscally sponsored by Irvine LIGHTS, a supporter of student-led projects and a 501(c)(3) nonprofit (EIN:). All donations are tax-deductible.

Sincerely,

Full Name

