Thanksgiving – this is a letter to reach out to a business, church, fraternal organization, for help specifically at Thanksgiving time. If you don’t use it that way, the language can be modified for posting or including in a newsletter or sending to the media. Reference the letter sample from Camano Stanwood.

Dear XXXX

Thanksgiving is just around the corner. We know that (Place name) cares and we’re always grateful for your generosity and the pleasure of working with you. Last year, the XXXXXX Food Bank served XXX people at Thanksgiving, providing XXXx (meals, pounds of food, deliveries). This year, with greater need, we expect to serve XXXX people, providing XXXX \_\_\_\_\_\_\_\_.

I’m writing you today because the pandemic has left some gaps in our staffing that will be most pressing at Thanksgiving time. A large percentage of our faithful volunteers are elders who have some hours available to contribute. During this time of COVID, many of them are understandably uncomfortable, or even advised against, working around others. Can you help us help our neighbors with a few hours of your time?

(This is the primary paragraph that changes) This is an opportunity for both individuals, families, congregations, businesses, and groups of all kinds to get more involved, to interact safely with others, bringing hands-on help to our neighbors in (place name). The jobs are varied, from client service to packing and delivery, to office and telephones. Our Thanksgiving schedule is below, and our competent and friendly staff is ready to welcome new volunteers.

(Schedule here in full or attached or linked)

XXXXX Food Bank has all the recommended safety precautions in place. Everyone at our facility wears masks, gloves, and practices social distancing. We have sanitizing stations in every area.

Can we schedule a time to connect by phone or video conference? I would love to talk with you about this volunteer opportunity and determine the best way to reach out to your potential volunteers. I have posts and descriptions, ready to personalize for your social media or newsletters and I’m available via video as well to spread the word on volunteering for XXXXX Food Bank.

Thank you! I look forward to talking with you soon.

With best regards,