

(date)

(name of school)   
(address of school)  
(city, state, zip)

Dear (name of principal/school contact),

My name is (name) and I’m with (name of company). I do not write to your for money or to burden your already busy day, rather I write with an offer of help and support for students at (School Name) that may not have enough to eat. (Company Name) is a strong supporter of the I Got Your Back Pack program which is dedicated to helping children in need by providing them with a backpack of food for the weekend.We are actively looking to develop a partnership with a local school to help feed hungry students.

Each week participating employees at (Company Name) bring in food items, selected from a list of healthy, easy-to-prepare foods and drop it off in our “pantry.” Each week this food will be packed in a backpack for each student in the program and delivered to you on the last day of school before the weekend. Each backpack would contain food for two breakfasts, two lunches, two dinners and two snacks.

We are very excited about the opportunity to help your students to get the most out of their education and we understand the impact hunger can have on learning. We have materials you can use to inform teachers and faculty about the, and we also have registration forms with information that can be sent home with eligible students.

I look forward to speaking with you about your school becoming our I Got Your Back Pack partner. I will call you in the next few days to answer any questions you may have. In the meantime feel free to contact me at (email address and phone number). You can also contact the I Got Your Back Pack program at (email address) if you have any questions or concerns.

Sincerely,

(Name)