For corporate and business

Dear (business owner, community involvement or marketing director, human services, etc.)

(Place name) cares. The XXXXXX Food Bank enjoys great support from the community to make sure that no one goes hungry here, now or ever. As an important part of that community, we thank you and we salute you!

Today, the pandemic has left some gaps in our staffing that you might be able to help us fill. A large percentage of our most faithful volunteers are older people 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. **We are specifically reaching out to (businesses, businesses with employees, larger businesses)** to assist our neighbors in need.

Here’s a quick snapshot of how volunteers have worked with XXXXXX Food Bank (your goal is to illustrate the need, so use whatever indicators do that)

|  |  |  |
| --- | --- | --- |
|  | September 2019 | September 2020 |
| Volunteers over 55 | More | Less |
| Other volunteers | More | Less |
| Volunteer drivers | More | Less  |
| Clients served | Less | More |
| Food (or meals) delivered | Less | More  |
| Pounds of food distributed | Less | More  |

You can see that the need has increased, while the volunteer staffing to accomplish it has decreased.

(This is the primary paragraph that changes) This is an opportunity for businesses (corporations) to get more involved, to offer community involvement hours to employees, to interact safely with co-workers, 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. The scheduling is flexible, and we can work with individuals or groups. Our competent and friendly staff is ready to welcome new volunteers.

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,