

*Address*  
*City/Province*  
*Postal Code*

*Mr./Ms. (Last Name)*  
*Position/Title*  
*Company Name*  
*Company Address*  
*City/Province*  
*Postal Code*

*Date*

Dear *Mr./Ms. (Last Name)*

I am writing to ask for support for our *(insert group name)* Community Kitchen. Our group meets regularly to cook low cost nutritious food and take it home to feed our families. This is not a soup kitchen or a cooking class. It is a group of people who believe that by cooking together they can save money and produce more meals than they could by working individually. Also, cooking together increases a sense of community and belonging.

Specifically I am asking for the following support for our Community Kitchen:

*(use bullets and list each item separately - as example, your request may include use of a kitchen; \$ for basic supplies or ongoing support; or \$ to provide child care)*

By supporting this project, you will be helping families in our community to make the most of their resources. If you would like additional information, please do not hesitate to contact me at *(insert your phone number and/or email address)*. I will contact you soon to speak with you further about the project.

Thank you for your consideration.

Sincerely,

*Name*

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Source: *Winnipeg Cooks Together – A Handbook for Community Kitchens*,  
Appendix B, page 40.

Available from:

[http://www.wrha.mb.ca/healthinfo/prohealth/nutrition/files/Nutrition\\_3.pdf](http://www.wrha.mb.ca/healthinfo/prohealth/nutrition/files/Nutrition_3.pdf)  
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