

TEMPLATE FOR ALL OUTREACH ON MOBILE FOOD PANTRIES

(Your agencies name, letterhead or logo)

(Date)

Contact name
Contact Phone
Contact E-mail

(Name of Agency) Holding Mobile Food Pantry for families in need

(NAME OF AGENCY), a member of Harvesters' network, will hold a Mobile Food Pantry in **(TOWN)** on **(DAY OF WEEK, DATE, at TIME)**. The food pantry will be held at **(LOCATION)**.

The Mobile Food Pantry will distribute food intended for families in need of emergency food assistance. The distribution of primarily fresh produce will take place on a first-come, first-serve basis. Recipients will be asked to provide the number in their household, and volunteers will **(DESCRIBE HOW THE DISTRIBUTION WILL BE HANDLED)**.

Future food pantries will be held on the **(DAY(S) OF THE MONTH IF ON A REGULAR SCHEDULE)**.