(insert date)

Dear (insert addressee):

The (insert school name) Theatre department is busy preparing for our next production, and the cast and crew of the show spend many hours working on the show without a break to leave and get food. We are asking you to partner with us in donating drinks and snacks for the students involved in the production. Some items we would appreciate include:

* Bottled Water
* Cookies
* Cupcakes
* Individually Packaged Snack Cakes
* Individually Packaged Chips/Snack Mixes
* Sandwich Trays
* Individually Packaged Snack Crackers

Items would be need to ready for pickup on (insert date/time) and any donation is greatly appreciated. Please email (your name and email) to arrange pickup.

Thank you for your support of our theatre program!

(Your Name)