

Dear [Recipient's Name],

We are excited to announce our upcoming charity auction, scheduled for [Date] at [Location]. This event aims to raise funds for [Charity Cause/Organization Name], and we invite you to be a part of this meaningful initiative.

Our fundraising goal for this year is [Fundraising Goal Amount]. This target will help us [briefly explain what the funds will achieve, e.g., "provide essential resources for the community" or "support our ongoing programs"].

Your participation is crucial in helping us reach this goal. We encourage you to attend the auction and consider contributing through bidding on the exciting items we have lined up.

Additionally, if you or your organization are interested in donating items or services for the auction, please reach out to us at [Contact Information]. Every contribution counts and is deeply appreciated!

Thank you for your support. Together, we can make a difference in the lives of those we serve.

Sincerely,
[Your Name]
[Your Title]
[Charity Organization Name]
[Contact Information]