

Request for Donation: Gala Event Auction

Dear [Donor's Name],

We hope this message finds you well. We are excited to announce our upcoming Gala Event scheduled for [date] at [location]. This year, we are looking to raise funds for [cause or organization] and we would be honored to feature your generous support.

As part of our gala, we will be holding an auction and would like to invite you to donate an item or service to be auctioned off. Your contribution will not only help us achieve our fundraising goals but will also provide great exposure for your business to our attendees.

We are seeking items such as [list examples: gift certificates, unique experiences, art pieces, etc.], but we welcome any donations you might consider appropriate.

As a token of our appreciation, all donors will receive recognition in our event program and website, as well as an opportunity to promote their business during the event.

If you have any questions or would like to discuss your donation, please feel free to contact me at [your phone number] or [your email]. We truly appreciate your consideration and support in making our gala a success.

Thank you for your generosity!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]