

Dear Tenants,

We are excited to announce our upcoming charity auction event, which will be held on **[Date]** at **[Location]**. This event aims to raise funds for **[Charity Name]**.

Your participation and support would mean a lot to us! We encourage you to donate items for the auction, whether they are new, gently used, or unique experiences.

Event Details:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Location]

If you would like to volunteer or help organize this event, please contact us at **[Contact Information]**.

Thank you for your generosity and support!

Sincerely,
[Your Name]
[Your Position]
[Your Organization]