

Request for Auction Item Donation

Date: [Insert Date]

Dear [Recipient's Name],

We hope this letter finds you well. We are reaching out on behalf of [Your Organization's Name], a non-profit organization dedicated to [briefly describe your organization's mission]. We are excited to announce our upcoming charity auction to be held on [insert date] at [insert location].

We would be honored if [Recipient's Business Name] could support our event by donating an item or service for our auction. Your generous contribution would not only help us raise funds for [specific cause or project], but it would also showcase your commitment to our community.

We anticipate over [insert number] attendees, providing an excellent opportunity for you to promote your business while supporting a great cause. All donations will be recognized during the event and in our promotional materials.

If you would like to contribute, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address]. We truly appreciate your consideration and hope to partner with you in making a positive impact.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[Your Organization's Phone Number]

[Your Organization's Website]