

Request for Donation to Our Charity Auction

Dear [Business Owner's Name],

I hope this message finds you well. My name is [Your Name], and I am 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 that we will be hosting a charity auction on [date] at [location]. The proceeds from this event will directly support [specific cause or project]. We are seeking donations from generous local businesses like yours to help make this event a success.

Your support would make a significant impact, and we would be grateful for any donation you could provide, whether it be goods, services, or gift certificates. In return for your generosity, we will promote your business through our event materials, social media channels, and during the auction itself.

Should you choose to contribute, please feel free to contact me at [your phone number] or [your email address]. I would be happy to provide additional information or answer any questions you may have.

Thank you for considering this opportunity to support our community. We hope to hear from you soon!

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]