

# Donation Request for Charity Auction

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Sponsor's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization], a non-profit dedicated to [briefly describe your mission]. As we prepare for our upcoming charity auction on [date of the auction], we are reaching out to request your generous support.

This event aims to raise funds for [describe the purpose of the funds, e.g., to support a specific program or initiative]. We believe that partnering with you would not only contribute to our cause but also showcase your commitment to making a positive impact in the community.

We would be grateful if you could consider donating [specific items or services you are requesting, e.g., gift certificates, products, experiences]. Your involvement would greatly enhance our auction and attract additional bidders.

In return for your sponsorship, we would be pleased to offer you the following benefits:

- Recognition in our event program and promotional materials
- Your logo displayed on our event website
- Social media shoutouts before and after the event

We would be thrilled to have you as a sponsor and hope you can join us in making a difference. If you have any questions or would like to discuss this proposal further, please feel free to contact me at [your contact information].

Thank you for considering our request. We look forward to the possibility of partnering with you for this worthwhile cause.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]