

# Donation Request for Charity Gala

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Donor's Name],

We hope this message finds you well. We are excited to announce our upcoming Charity Gala, which will be held on [Insert Date] at [Insert Venue]. This event aims to raise funds for [Purpose of the Charity/Event], and we are reaching out to seek your support.

We are currently in the process of organizing an auction during the gala, and we would be honored if you would consider donating an item or service that can be auctioned off to help benefit our cause. Your generous contribution can significantly impact our efforts and help us reach our fundraising goals.

Some ideas for donations include:

- Gift certificates to local businesses
- Unique experiences (e.g., wine tasting, cooking classes)
- Art pieces or collectibles
- Vacation packages
- Sports memorabilia

All donors will be acknowledged during the event and will receive promotional recognition in our event materials, showcasing your commitment to the community.

If you are interested in donating or have any questions regarding the auction, please feel free to contact me at [Your Phone Number] or [Your Email Address]. We would be thrilled to collaborate with you for this worthy cause.

Thank you for considering our request. Your support makes a difference!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]