

# Request for Donation for Charity Auction

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you on behalf of [Your Organization] with an exciting opportunity to support our upcoming charity auction event, taking place on [Event Date]. We are dedicated to [briefly explain mission or cause] and are seeking sponsorships and donations from generous individuals and businesses like yours.

As a valued member of our community, your support will help us achieve our goals and provide much-needed resources to [specific beneficiaries or cause]. We would be grateful if you could consider donating [specific items or services] to be included in our auction. In return, we would highlight your generosity through various promotional opportunities, including [listing benefits like logo placement, acknowledgment at the event, etc.].

Your contributions can make a significant impact. We would be more than happy to arrange for pick-up of the donated items or provide any additional information you may need.

Thank you for considering this opportunity to support [briefly restate mission/cause]. We look forward to the possibility of partnering with you for this important event.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]