

Request for Donation for Silent Auction Event

[Your Name]

[Your Title/Position]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Donor's Name]

[Donor's Title/Position]

[Donor's Organization]

[Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization] to request your support for our upcoming silent auction event, which will take place on [Event Date] at [Event Location]. This annual event aims to [briefly describe the purpose of the event and the cause it supports].

We are seeking donations of items or services that can be auctioned off during the event. Your generous contribution would not only enhance our auction but also demonstrate your commitment to [mention the cause or community impact].

All proceeds from the auction will go directly towards [explain how the funds will be used]. In recognition of your donation, we will proudly display your name and logo during the event, as well as in promotional materials, which will reach a wide audience of potential customers and supporters.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or if you would like to discuss your participation further. We hope to showcase your dedication to our cause and your support in helping us make a difference.

Thank you for considering our request. We are looking forward to the possibility of partnering with you for this exciting event.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]