

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

We hope this letter finds you well. As a key member of our community, we are reaching out to request your support for our upcoming fundraising auction aimed at enhancing community services in [community name]. This event will take place on [date] at [venue], and expected attendees include local community leaders, businesses, and residents.

Your generous donation will go directly towards [specific community services/specific needs], helping us to make a meaningful impact on the lives of [target group or community]. We would be thrilled to include [donated item/service] in our auction.

In appreciation of your support, we will prominently display your name and/or logo at the event and in our promotional materials. We are also happy to provide any documentation you may require for your records.

We would be grateful if you could consider donating to our cause. Please feel free to contact me at [your phone number] or [your email] if you have any questions or need further information. We appreciate your consideration and look forward to the possibility of partnering with you to enhance our community.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]