

Request for Auction Item Donation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization Name]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Your Organization Name], a community-focused organization dedicated to [briefly explain your mission or purpose]. We are preparing for our annual charity auction on [date of auction] to raise funds for [specific cause or project].

We would be incredibly grateful if you would consider donating an item or service for our auction. Your generous contribution would not only help us achieve our fundraising goals but also showcase your support for our community.

In recognition of your donation, we would be happy to promote your business in our event materials and publicly thank you on our website and social media channels.

Please feel free to reach out to me at [your contact information] if you have any questions or need further information. We would love to discuss how you can be a part of this exciting event.

Thank you for considering our request. Together, we can make a difference in the lives of those we serve.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]