

Dear [Recipient's Name],

I hope this message finds you well. We are reaching out to seek your support for our upcoming auction event scheduled for [date] at [location]. This event aims to raise funds for [briefly explain the purpose, e.g., local charity, school program, etc.].

To make this event a success, we are kindly requesting donations of auction items from community members and businesses. Your generous contributions can greatly enhance our auction and help us achieve our fundraising goals.

We would greatly appreciate it if you could consider donating items such as [list examples, e.g., gift certificates, handmade goods, services, etc.]. All proceeds from the auction will directly support [specific cause or organization].

If you are able to donate, please contact us at [your contact information] by [specific deadline]. Your support would mean a lot to our community and those we serve.

Thank you for considering our request. We hope to hear from you soon!

Sincerely,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]