

Dear [Donor's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Your Organization's Name], a non-profit organization dedicated to [briefly describe your mission].

We are excited to announce our upcoming charity auction taking place on [date] at [location]. This event aims to raise funds to support [specific cause or project]. To make this event a success, we are seeking donations of items or services to be auctioned off to our generous supporters.

Your contribution would not only add value to our auction but also help us make a significant impact in our community. We would be grateful if you could consider donating [specific item or service you are requesting, if applicable] or any other items that you believe would resonate with our attendees.

As a token of our appreciation, we will prominently display your organization's name during the event and in our promotional materials, providing you with a great opportunity for visibility within the community.

If you have any questions or would like to discuss this further, please do not hesitate to contact me at [your phone number] or [your email address]. Thank you for considering our request. We truly appreciate your support and generosity.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[Your Organization's Phone Number]

[Your Organization's Website]