

Request for Gift Donations for Charity Auction

Dear [Donor's Name],

I hope this message finds you well. We are excited to announce our upcoming charity auction, which will be held on [Date] at [Location]. This event aims to raise funds for [Purpose/Beneficiary].

To make this event a success, we are seeking generous donations of items or services that can be auctioned off. Your support will not only help us achieve our fundraising goals but also promote your business to our attendees.

We would greatly appreciate any contributions you can make. All donors will be recognized in our event program and promotional materials.

If you wish to support our cause or require further information, please contact me at [Your Phone Number] or [Your Email Address]. Thank you for considering our request, and we look forward to your positive response.

Warm regards,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[Phone Number]

[Email Address]