

Donation Request for Silent Auction

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce our upcoming silent auction fundraiser, which will take place on [Date] at [Event Location]. This event aims to support [briefly explain the purpose of the fundraiser].

We are reaching out to request your partnership as a corporate sponsor. Your generous donation of [specific item or service] would greatly contribute to the success of our event and help us achieve our goals.

As a valued corporate sponsor, your company will receive recognition in our event materials, social media promotions, and during the live auctions, showcasing your commitment to our cause and enhancing your community presence.

If you are interested in supporting us, please feel free to reach out to me directly at [your phone number] or [your email]. We would be grateful for your consideration and support.

Thank you for your time and generosity. Together, we can make a meaningful impact.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]