

# Request for Charitable Support

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Your Organization/Event Name]. We are excited to announce our upcoming auction event scheduled for [Event Date], aimed at supporting [Briefly state the cause or purpose of the event].

We are seeking generous contributions from local businesses and community members to make this event a success. Your support would greatly enhance our auction and help us achieve our fundraising goals.

If you are willing to donate items or services for our auction, we will ensure that your business is recognized through our promotional materials, event programs, and announcements during the event.

Thank you for considering our request. We would love the opportunity to discuss this further and explore how you can support our cause. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Organization's Address]

[Your Organization's Website]