

Dear [Donor's Name],

This is a friendly reminder that the deadline for donating items for our upcoming auction is approaching on [Deadline Date]. We greatly appreciate your support and generosity in helping us make this event a success.

If you have any questions or need assistance with your donation, please feel free to reach out to us at [Contact Information].

Thank you for considering contributing to our cause!

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]