

Request for Auction Item Contributions

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. We are excited to announce our upcoming charity auction event on [Insert Date] to support [Insert Cause or Organization]. This event will not only provide a fantastic evening for our guests but will also raise critical funds for our initiatives.

We are reaching out to you to kindly request your support by contributing an item for our auction. Your involvement would greatly enhance our event and provide value to our attendees.

Some ideas for auction items include:

- Gift baskets
- Gift cards
- Artwork
- Experience packages (dinner, spa, etc.)
- Sports memorabilia

All contributions will be acknowledged at the event and on our website, showcasing your commitment to our cause.

If you would be willing to support us by donating an item, please let us know by [Insert Response Deadline]. You can reach me directly at [Your Email Address] or [Your Phone Number].

Thank you for considering our request. We truly appreciate your generosity and support.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]

[Contact Information]