

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to seek your support for our upcoming Endowment Fundraising Gala, which will be held on [date] at [location]. This annual event plays a crucial role in enhancing the educational experience we provide at [School's Name].

This year, we will hold a silent auction as part of the gala, and we invite you to contribute an item or service. Your generous donation will not only contribute to the success of the auction but also help us reach our fundraising goals to support our students and programs.

We would be thrilled to showcase your business or personal contributions at the auction, which will be seen by prominent members of our community. All contributions will be recognized during the event and in our gala program.

Should you wish to participate, please let us know by [RSVP date]. We would be happy to arrange for the pickup of your donation or provide any additional information you may need.

Thank you for considering this opportunity to support [School's Name]. Together, we can make a meaningful impact on our students' futures.

Sincerely,
[Your Name]
[Your Title/Position]
[School's Name]
[Contact Information]