

Charity Event Silent Auction Contribution Request

[Your Name]
[Your Title]
[Your Organization]
[Your Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are excited to announce that [Your Organization] will be hosting our annual charity event, [Event Name], on [Event Date] at [Event Location]. This year, we are aiming to raise funds to support [briefly describe the cause or project].

As part of the event, we will be hosting a silent auction, and we would be honored to have your support. We are reaching out to request your generous contribution of [specific item/service or monetary contribution] for the silent auction. Your donation will not only help us achieve our fundraising goals but will also showcase your commitment to [cause or community].

Your contribution will be acknowledged during the event, in our program, and on our website, providing excellent exposure and recognition for your organization.

We would greatly appreciate your support and any contributions you can provide. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information. We would be delighted to work together for this noble cause.

Thank you for considering our request. We look forward to your positive response and hope to see you at the event!

Sincerely,
[Your Name]
[Your Title]
[Your Organization]