

Contribution Inquiry for Fundraising Auction

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/Conference Name]. We are excited to announce our upcoming conference scheduled for [Date] in [Location]. As part of our event, we will be hosting a fundraising auction to support [specific cause or project].

We would be grateful if you could consider contributing to our auction. Your generous donation of [suggested items or services, e.g., gift baskets, services, certificates] would not only enhance the auction but also help us reach our fundraising goals. In return, we would be pleased to acknowledge your support in our event program and promotional materials.

We believe that your contribution would make a significant impact and help us achieve our mission of [briefly mention the mission]. If you are interested, please let us know by [RSVP date]. We would be happy to arrange for the pick-up or drop-off of your donation at your convenience.

Thank you for considering our request. We appreciate your support and look forward to the possibility of partnering with you for this important cause.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]
[Contact Information]