

# Dear [Donor's Name],

We hope this message finds you well. We are reaching out to you as a valued member of our community and supporter of [Charity Name].

On [date], we will be hosting our annual charity auction event, aimed at raising funds to support [briefly explain cause or project]. This event not only helps us in fundraising but also fosters a sense of community and goodwill.

We would be thrilled if you could contribute to our auction by donating an item or service. Your generous donation will create an opportunity for our guests to bid on unique items while supporting a noble cause.

Should you wish to participate, please respond by [date] so we can include your donation in our promotional materials. We will of course recognize your contribution at the event and in our follow-up communications.

Thank you for considering this opportunity to make a difference in our community. Please feel free to contact me at [your contact information] for any questions or to discuss potential contributions.

Warm regards,  
[Your Name]  
[Your Title]  
[Charity Name]  
[Contact Information]