

Proposal for Auction Item Contributions

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose our upcoming conference, [Conference Name], scheduled for [Date] at [Location]. As part of the event, we are organizing a charity auction, and we would be honored to include contributions from [Recipient's Organization].

The auction aims to raise funds for [specific cause or purpose], and your support would significantly contribute to our efforts. We believe that items from [Recipient's Organization] would not only attract interest but also highlight the generosity of our community.

We would greatly appreciate the following types of contributions:

- [Type of Item 1]
- [Type of Item 2]
- [Type of Item 3]

In recognition of your support, we will prominently display your organization's logo at the auction, in our event materials, and on our website. Additionally, we will acknowledge your contribution during the event, ensuring visibility among our attendees.

Please let us know if you would be willing to contribute, and feel free to reach out with any questions or items you may prefer to donate. We would be happy to discuss how we can best acknowledge your generosity.

Thank you for considering this opportunity to support [specific cause]. We look forward to the possibility of partnering with you for this impactful event.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]