

# Request for Donation of Goods for Charity Auction

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out on behalf of [Your Organization] to request your generous support in donating goods for our upcoming charity auction, which will take place on [Date] during our annual [Conference Name]. This event aims to raise funds for [specific cause or project], and your contribution would greatly enhance our efforts.

We are seeking items such as [list specific types of goods or experiences, e.g., gift baskets, art pieces, vouchers, etc.]. Your donation would not only help to make our auction a success but would also showcase your commitment to giving back to the community.

We will prominently display your organization's name at the event and on all promotional materials, recognizing your generosity and support. Additionally, it offers an excellent opportunity to demonstrate your commitment to social responsibility.

If you would be willing to contribute to our auction, please feel free to contact me directly at [Your Phone Number] or [Your Email Address]. We would appreciate having all donations finalized by [Deadline Date] to ensure proper arrangements can be made.

Thank you for considering our request. We would be thrilled to have your support for this noble cause.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]