

Request for Items for Charity Auction

[Your Name]

[Your Title]

[Your Organization]

[Your 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],

I hope this message finds you well. I am reaching out on behalf of [Your Organization] as we prepare for our upcoming charity auction, which will take place on [Date] at [Location]. This event aims to raise funds for [briefly describe your cause or project].

As part of our fundraising efforts, we are seeking generous donations of items that can be auctioned off to our attendees. We would greatly appreciate your support in contributing [describe specific items or types of items you are requesting]. Your contributions will not only help us reach our fundraising goals but also increase visibility for your organization during the event.

All donors will be recognized in our event program and website, ensuring that your business receives the acknowledgment it deserves. We are expecting a diverse audience of community members and supporters, making this a wonderful opportunity for promotion.

If you are able to contribute, please let us know by [RSVP Date]. We would be happy to arrange a pick-up or delivery of the items at your convenience.

Thank you for considering our request. We sincerely hope you will join us in making a difference in our community.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]