

Request for Donation for Silent Auction

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Organization Name], as we prepare for our upcoming community conference scheduled for [Date of Conference] at [Location]. This event aims to bring together members of our community to share valuable resources, knowledge, and engaging experiences.

To enhance our conference experience, we are excited to host a silent auction, with all proceeds going toward [specific cause or project]. We believe that your support can make a significant difference in contributing to the success of our event.

We kindly ask you to consider donating an item or service to our silent auction. Your donation will not only help us achieve our fundraising goal but also provide valuable exposure for your business to the attendees from the community.

We appreciate any contributions you can offer, whether it be a gift certificate, products, services, or unique experiences. We will prominently display your business name during the auction and in our conference materials as a token of our appreciation.

If you are interested in contributing, please feel free to reach out to me at [Your Phone Number] or [Your Email Address] by [Deadline for Donations]. We can arrange for pick-up or delivery of your donation if needed.

Thank you for considering our request. Together, we can make a positive impact on our community. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title/Position]

[Organization Name]