

# Inquiry for Charity Auction Item Donations

[Your Name]

[Your Title]

[Your Organization]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

**Dear [Recipient's Name],**

I hope this message finds you well. I am writing to you on behalf of [Your Organization], a nonprofit dedicated to [briefly describe your mission or purpose]. We are currently organizing our annual charity auction, which will take place on [date] at [venue/location].

This event is a crucial opportunity for us to raise funds that support [specific cause or project]. We are reaching out to ask if [Recipient's Organization] would consider donating items for our auction. Your generous contribution would not only help us achieve our fundraising goals but also promote your organization within the community.

We would be grateful for any items you could provide, such as [suggest types of items, e.g., gift certificates, products, experiences, etc.]. In return, we will acknowledge your support through our event materials, website, and social media platforms.

Thank you for considering our request for support. We would love the opportunity to discuss this further and answer any questions you may have. Please feel free to reach out to me directly at [your phone number] or [your email address].

Warm regards,

[Your Name]

[Your Title]

[Your Organization]