

Request for Auction Item Donations

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

We hope this letter finds you well. We are excited to announce our upcoming charity auction event, which will be held on [Insert Date] at [Insert Location]. This event aims to raise funds for [Briefly Describe Cause/Charity Purpose].

To make this event successful, we are seeking generous donations of auction items from local businesses and community members. Your support would not only help us in raising much-needed funds but also help promote your business to our attendees.

We would greatly appreciate any donation you can provide, whether it be products, services, gift certificates, or experiences. All donations will be acknowledged at the event, in our promotional materials, and on our website, providing excellent visibility for your brand.

If you are interested in supporting our cause by donating an auction item, please contact me at [Your Phone Number] or [Your Email Address]. We would be happy to arrange a pick-up for your donation or provide additional information as needed.

Thank you for considering our request. Together, we can make a difference and positively impact our community.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]