

Request for Community Support

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Organization Name], a local charity committed to [brief description of your organization's mission or cause]. We are excited to announce our upcoming charity auction on [date], which aims to raise funds for [specific purpose or project].

To make this event successful, we are seeking donations of auction items from community businesses and organizations. We believe that your support can help us achieve our goals and positively impact those in need.

We would greatly appreciate any items you could donate, whether it be products, gift certificates, or experiences. Your contribution will not only help our cause but will also highlight your commitment to supporting the community.

In recognition of your generosity, we will prominently display your business name at the auction, and all donors will receive acknowledgment in our event program and promotional materials.

Thank you for considering our request. Please feel free to contact me at [Your Phone Number] or [Your Email] if you have any questions or need further information. We hope to partner with you to make a difference!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]