

Request for Donation of Items for Charity Auction

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Donor's Name],

I hope this message finds you well. I am reaching out on behalf of [Your Organization], a nonprofit dedicated to [briefly describe your organization's mission]. We are excited to announce our upcoming charity auction, scheduled for [date of event], to support [specific cause or project].

To ensure the success of this event, we are seeking generous donations of items or services that can be auctioned off. Your contribution would not only help us meet our fundraising goals but also demonstrate your commitment to [mention broader community impact or cause].

We would greatly appreciate if you could donate items such as [list example items, e.g., gift certificates, products, experiences]. All donations will be acknowledged in our event program and promotional materials, providing exposure to our audience of [expected number of attendees, community members, etc.].

Should you choose to support us, please feel free to contact me at [your email/phone number] for any questions or further details. We would be thrilled to partner with you in making a difference in our community.

Thank you for considering our request. We look forward to the possibility of collaborating with you for this meaningful cause.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]