

# Charitable Contribution Request

[Your Name]

[Your Title]

[Organization Name]

[Organization 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 on behalf of [Organization Name], a non-profit organization dedicated to [brief description of the organization's mission].

We are excited to announce our upcoming event, [Event Name], which will take place on [Event Date] at [Event Location]. This event aims to [briefly state the purpose of the event, e.g., raise funds, support a cause, etc.]. As part of the festivities, we will be hosting a live auction to raise much-needed funds for our programs.

We would be incredibly grateful if [Recipient's Organization] could contribute to our auction by donating [specific item/service or general request for contributions]. Your support would not only enhance our event but also demonstrate your commitment to [describe how the contribution supports the cause].

In recognition of your generosity, we will prominently display your organization's name during the auction and in our event materials, showcasing your commitment to community support.

Thank you for considering our request. We appreciate your support and hope to partner with you in making [Event Name] a success! Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]