

# Request for Charitable Auction Contributions

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization], a nonprofit organization dedicated to [briefly describe the mission of your organization]. On [date of the event], we will be hosting our annual charitable auction, which is essential to our fundraising efforts.

We would be honored if [Recipient's Organization] would consider contributing to our auction. Your generous donation would not only support our cause but also enhance the experience for our attendees. Examples of contributions could include [list types of items or services you seek, e.g., gift baskets, tickets, gift certificates, etc.].

As a token of our appreciation, your organization will be recognized during the event, in our promotional materials, and on our website, highlighting your commitment to community support.

Please feel free to contact me at [your phone number] or [your email] if you have any questions or if you would like to discuss this further. Thank you for considering our request. We hope to partner with you to make this event a success!

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]