

Dear [Donor's Name],

We hope this letter finds you well. We are excited to announce our upcoming charity auction, which will take place on [date] at [location]. This event aims to raise funds for [cause or organization], and we would greatly appreciate your involvement.

We are reaching out to request your generous donation of an item or service to be auctioned off during this event. Your support would not only enhance the appeal of our auction but also help us to achieve our fundraising goals.

As a valued member of our community, we believe your contribution will make a significant impact. All donors will receive recognition in our auction program, on our website, and during the event.

Should you choose to donate, please send items to [address] by [deadline]. If you prefer, we would also be happy to arrange a pickup at your convenience.

Thank you for considering our request. We truly appreciate your continued support and look forward to partnering with you to make this event a success.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]
[Contact Information]