

Dear [Recipient's Name],

We hope this letter finds you well. As a proud supporter of our local community theater, we are excited to announce our upcoming fundraising auction, which will take place on [Date] at [Location]. This event plays a crucial role in supporting our ongoing productions and community outreach programs.

This year, we are reaching out to you to ask for your generous contribution. We are looking for items for our auction that will entice bidders and help raise funds for our theater. Your support is invaluable to us, and contributions of any type, whether goods, services, or experiences, are greatly appreciated.

All donors will be recognized in our event program and on our website, as well as during the auction itself. It's a fantastic opportunity to promote your business and show your commitment to the arts in our community.

If you are able to contribute, please fill out the attached donation form and return it by [Deadline]. If you have any questions or would like to discuss potential donations, feel free to reach out to us at [Contact Information].

Thank you for considering our request. With your help, we can continue to bring quality theatrical productions to our community.

Warm regards,

[Your Name]

[Your Title]

[Community Theater Name]

[Contact Information]