

Merchandise Donation Request

Dear [Donor's Name],

My name is [Your Name], and I am reaching out on behalf of [Charity Organization Name]. We are excited to announce our upcoming charity auction scheduled for [Date] at [Location]. This event aims to raise funds for [specific cause or project].

To make our auction a success, we are seeking merchandise donations from generous businesses like yours. We believe that your [describe products or services] would greatly appeal to our audience and help us achieve our fundraising goals.

As a token of our appreciation, we will recognize your support by including your business name and logo in our event program and promotional materials. Your contributions will make a significant difference in our community.

If you would like to support our mission by donating items for the auction, please contact me at [Your Phone Number] or [Your Email Address]. We are happy to arrange for pick-up or drop-off at your convenience.

Thank you for considering our request. We hope to partner with you for this important cause.

Sincerely,

[Your Name]

[Your Title]

[Charity Organization Name]

[Charity Organization Contact Information]