Request for Support: [Charity Gala Name]

[Your Name]

[Your Title]

[Charity Organization Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Recipient's Name],

I hope this message finds you well. On behalf of [Charity Organization Name], I am excited to invite you to support our upcoming charity gala, "[Event Name]," which will take place on [Date] at [Venue]. Our gala aims to raise funds for [specific cause or project], and your generous contribution would play a crucial role in the success of this event.

Your support will help us [briefly describe the impact of the funds]. We anticipate a lively evening filled with entertainment, auctions, and the opportunity to connect with fellow community members who share a passion for [cause].

We would deeply appreciate any donation you can provide, whether it be monetary or through goods and services for our auction. In recognition of your support, we will acknowledge your generosity in our event materials and on our website.

Thank you for considering this opportunity to make a difference in the lives of those we serve. If you have any questions or would like more information, please feel free to contact me directly at [Your Phone Number] or [Your Email].

Warmest regards,

[Your Name]

[Your Title]

[Charity Organization Name]