

# Charity Auction Backing Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to ask for your support for our upcoming charity auction, which will be held on [Event Date] at [Event Location]. This event aims to raise funds for [Brief Description of the Cause], and we would be honored to have your backing.

We are seeking [specific items or types of donations] that could be auctioned off during the event. Your generous contributions will not only enhance our auction offerings but also help us achieve our fundraising goals to support [Cause/Organization].

In recognition of your support, we will prominently display your organization's name at the event, including [other promotional opportunities, if applicable]. We truly appreciate any support you can offer, whether it's items for the auction or monetary contributions.

Thank you for considering our request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further. We look forward to the possibility of partnering with you to make this event a success.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]