

Request for Donation

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek your support for our upcoming charity auction, which will be held on [Date of Auction]. Our organization, [Your Organization's Name], is dedicated to [briefly describe your organization's mission/purpose].

This year, we aim to raise funds for [specific project or cause], and we would be honored if [Recipient's Company/Organization Name] would consider becoming a sponsor for this event. Your generous contribution would greatly help us achieve our goals and make a significant impact in the community.

We are seeking the following types of donations:

- Gift cards
- Products or services
- Experience packages
- Monetary contributions

As a sponsor, your business will receive exposure through our promotional materials, website, and event signage, reaching a wide audience in our community. Together, we can make a difference!

Thank you for considering this opportunity to support [specific cause]. I would love to discuss this further and answer any questions you may have. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your time and generosity.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]