

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out on behalf of [Your Organization], an organization dedicated to [briefly describe your mission and goals]. We are excited to announce our upcoming charity auction, scheduled for [date], which aims to [explain the purpose of the auction].

We are currently seeking partners who are willing to support this noble cause by providing items for our auction, sponsorship, or any other form of assistance. Your organization's commitment to [mention any relevant connection between your organization and the recipient's organization] makes us believe that a partnership would be mutually beneficial.

By collaborating with us, you will not only contribute to a worthy cause but also gain exposure to our audience, enhancing your brand's visibility within the community. We would love the opportunity to discuss this further and explore how we can work together for this event.

Please feel free to reach out to me at [phone number] or [email address] to set up a meeting. Thank you for considering this opportunity to make a difference in our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]