

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization's Name] to request your support for our upcoming charity auction event scheduled for [Date]. This event aims to raise funds for [Cause or Project].

Your generous contribution can make a significant difference in our efforts to [Briefly explain how the funds will be used]. We would be honored if you could donate an item or service for our auction. This is a great opportunity for you to showcase your business while supporting a worthwhile cause.

In recognition of your support, we will prominently display your business name at the event and include it in our promotional materials, reaching [Number] attendees and a larger online audience.

We appreciate your consideration and hope to partner with you in making a positive impact in our community. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] for any questions or further information.

Thank you very much for your time and support!

Sincerely,
[Your Name]
[Your Position]
[Your Organization's Name]
[Contact Information]