

Friendly community-focused request

Subject: Support Our Community - [Event Name] Silent Auction

Hello [Business Owner Name],

Greetings from [Organization Name]! As a fellow member of our [City/Community] business community, I'm reaching out to invite you to support our upcoming silent auction benefiting [cause].

Our annual event brings together neighbors, families, and local businesses to raise funds for [specific purpose]. Last year, we were able to [specific achievement] thanks to the generosity of community partners like yourself.

We would be honored if [Business Name] would consider donating an item or service for our auction. Whether it's a gift card, product from your inventory, or a service you provide, any contribution would be greatly appreciated and help us reach our goal of raising \$[amount].

Your donation will be acknowledged in our event program, and you'll receive full credit during the auction announcement. We'll also provide a tax-deductible receipt for the retail value of your donation.

If you're able to help, we can pick up the item at your convenience or you can drop it off at [location]. Our event is scheduled for [date], so we'd need donations by [deadline date].

Thank you for being such an important part of our community. I hope we can count on your support for this meaningful cause.

Best regards,

[Your Name]

[Phone/Email]

[Organization Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/auction-donation-letter>