

# Silent Auction Donation Request Letter

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization], a [brief description of your organization's mission and purpose]. We are excited to announce our upcoming [Event Name], which will take place on [Event Date] at [Event Venue]. The primary goal of this event is to [describe the purpose of the event, such as raising funds for a charitable cause, supporting a community project, etc.].

We greatly admire the work that [Recipient's Organization] does within our community and beyond. Your dedication to [mention a specific achievement or initiative of the recipient's organization] has inspired us, and we believe that our two organizations share a commitment to making a positive impact.

In light of our event, we are hosting a silent auction that will be a significant part of the evening's activities. The funds raised through this auction will directly contribute to our efforts in [briefly explain

how the funds will be used]. We are reaching out to request a donation for our silent auction. Your generous contribution will not only be recognized during the event but will also help us make a lasting difference in the lives of those we serve.

Here are some suggested items or services that we believe would make excellent contributions to our silent auction:

1. [Item/Service Suggestion 1]

[Brief description of the item/service and its value]

2. [Item/Service Suggestion 2]

[Brief description of the item/service and its value]

3. [Item/Service Suggestion 3]

[Brief description of the item/service and its value]

We are open to any creative suggestions you may have for donation items as well. Your support means a great deal to us, and we are committed to acknowledging your generosity in various ways, including prominent recognition at the event, on our social media platforms, and in our event program.

If you would like to contribute to our silent auction, please contact me at [Your Phone Number] or [Your Email Address]. I would be happy to provide any additional information you may need or arrange for the pickup of your donated item.

Thank you for considering our request. Your partnership in this endeavor would make a significant impact on our ability to achieve our goals. We look forward to the opportunity to collaborate with [Recipient's Organization] and create a successful and memorable [Event Name].

Sincerely,

[Your Handwritten Signature if sending a physical letter]

[Your Typed Name]

[Your Title]

[Your Organization]