

# Professional donation solicitation for silent auction

Subject: Request for Donation to Our Silent Auction

Dear [Recipient Name],

I hope this message finds you well. I am writing on behalf of [Organization Name] to request your support for our upcoming silent auction event on [Event Date].

Your generous donation will help us raise critical funds for [cause/charity mission]. Contributions of [specific items, gift certificates, or services] are greatly appreciated and will be featured prominently during the event.

We would be delighted to acknowledge your support in our promotional materials and event signage. Thank you for considering this request, and I look forward to discussing how you can help us make this event a success.

Sincerely,

[Your Name]

[Position/Role]

[Organization Name]

[Contact Information]

[Date]

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