TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

**Subject:** Donation Request Letter for Organization

Dear **[Donor’s Name]**,

My name is **[Name]** and I’m a part of the team at **[Organization’s Name]**. Our organization was created to help **[Organization’s Mission]** and we have **[stories of how your organization has helped your cause in the past. Talk about specific accomplishments you have made].**

We’re hosting a silent auction on **[Date]** as a way to raise funds and continue our work!

In order to make our auction a reality, we are seeking unique and interesting items to auction off. In previous years we’ve had contributions like**[examples of items and experiences you’ve auctioned off in the past].** With our last auction, we were able to **[positive physical impact of the previous auction, for example: broke a fundraising goal].**

We would like to ask your company if you’d be willing to donate, **[specific item or service].** If an in-kind donation isn’t possible, monetary donations are always greatly appreciated, as well.

Your contribution will be vital to helping us succeed in planning our auction. With your generous donation, **[specific impact that their contribution will have on your event and organization].**

If you’re interested in learning how you can help our auction, contact our procurement team at **[Phone Number]** or **[Email Address].** Or feel free to fill out and send the attached donation form with your contribution.

As always, your contributions are valuable to the continuation of our cause.

Sincerely,