TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

**FROM**

**[Sender Name]**

**[Sender Title]**

 **Sub:** Silent auction donation request

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,

**[Name]**

**[Contact information]**