TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

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

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Auction Item Sponsorship Letter

Dear **[Company Name]**,

At **[nonprofit name]**, we **[brief introduction to the mission and vision of your nonprofit]**. **[How we serve the community and how corporate partners can help us reach this goal]**. We are currently planning **[an auction geared towards raising money for this cause or mission]**.

In order to raise the most money for our beneficiaries, we would like to ask **[company name]** to provide or sponsor an item to include in the auction. In exchange donating an item to the auction, **[nonprofit name]** would include your information on all marketing and promotional materials.

**[Closing statement on why this partnership is a good idea].**

Sincerely,

**[Signature]**