

(INSERT DATE)

INSERT CONTACT NAME

INSERT CONTACT COMPANY/ORGANIZATION

INSERT ADDRESS

INSERT ADDRESS 2

Dear INSERT CONTACT NAME,

It is with great excitement we invite you to participate in a very special event. (INCLUDE INFORMATION ABOUT THE EVENT, DETAILS, TIMES, WHY YOU ARE HOSTING THIS EVENT) For the past eight years, we have had the pleasure of hosting the annual (insert event name) to benefit (insert cause).

In this paragraph provide a brief but thorough description of your organization, the history of your organization and your mission statement. It may also be helpful to include how your organization is supported, grants, corporate donations, personal contributions and if they are tax-deductible.

Here's how you can help:

1. Please consider contributing an item to the silent auction. The item can be donated by you, your employer, or both. Some items that have sold well at past auctions include: (provide a listing of items. If this is your first charity auction provide a listing of some ideal items that you are looking to showcase at your event. This information can also be changed based on the organization you are soliciting.) I have enclosed a donation form for you to complete.
2. Please mark your calendar now and plan to attend the auction on (provide date). Provide event details here. We encourage you to bring a friend or colleague and your checkbook.

Thank you in advance for your support of this important event, . Together we can make a difference!

Sincerely,

Name, Title
Organization