

SILENT AUCTION DONATION REQUEST LETTER

Free Template — silentauction.org

Replace all [bracketed fields] with your organization's details before printing

[Organization Name]
[Street Address]
[City, State ZIP]
[Phone] | [Email Address]
[Website]

[Date]

[Recipient First and Last Name]

[Business Name]

[Street Address]

[City, State ZIP]

Dear **[Recipient Name]**,

On behalf of **[Organization Name]**, we are reaching out to invite **[Business Name]** to become a valued supporter of our upcoming silent auction fundraiser. Our organization is dedicated to [brief mission description — e.g., providing after-school programs for underserved youth in the **[City]** area], and community events like this one make that work possible.

This year's event, **[Event Name]**, will be held on **[Event Date]** at **[Venue Name and Address]**. We are expecting approximately **[Guest Count]** guests — local families, business leaders, and longtime supporters — all gathering to raise funds for **[specific program or cause]**. Our silent auction is a centerpiece of the evening, and we are seeking meaningful donations from businesses like yours to build a compelling item catalog.

We would be honored if **[Business Name]** would consider donating [specific item or service — e.g., a gift certificate, a product bundle, or an experience package valued at **[\$Amount]**]. Donations of any value are warmly welcomed. To ensure your item is included in our catalog, we ask that contributions be received no later than **[Donation Deadline]**.

In gratitude for your generosity, **[Organization Name]** will recognize **[Business Name]** in our printed event program, on the item display, and across our social media channels surrounding the event. [Add any additional recognition here — e.g., signage, website listing, or podium acknowledgment.] Your contribution is also tax-deductible to the extent permitted by law. Our 501(c)(3) tax-exempt ID is **[EIN Number]**.

An item donation form is enclosed for your convenience. To confirm your donation or ask any questions, please contact **[Contact Name]** at **[Phone Number]** or **[Email Address]**. We are happy to arrange pickup or provide a prepaid mailing label.

Thank you sincerely for considering this request. Your support helps **[Organization Name]** continue making a real difference for **[community or cause]**, and we hope to celebrate that partnership with you at **[Event Name]** on **[Event Date]**.

Warm regards,

[Printed Name]

Signature

[Title]

[Organization Name]

Enclosure: Auction Item Donation Form