A personal thank you starts here

Ready-to-customize letters, emails, and handwritten notes for the people who supported your silent auction.

Choose your message

Page 2 | Mailed letter for an auction item donor
Page 3 | Mailed letter for a sponsor
Page 4 | Donor and sponsor emails
Page 5 | Volunteer and winning bidder emails
Page 6 | Handwritten notes and personal additions

Make every message specific

Replace all bracketed prompts with your details, then remove any optional wording that does not apply. Use the recipient's preferred name, identify their contribution, and include one detail that shows you noticed their effort.

For mailed letters, add your organization's letterhead and sign by hand. Copy email drafts into your email program and use a personal greeting and signature. You can also use the volunteer or bidder email wording in a physical letter by adding a date, address, and handwritten signature.

Handwritten notes matter

Make handwritten notes a priority, not an afterthought. A few sincere sentences can show personal attention that a standard event email cannot. Set aside cards, stamps, and time for your team to write them. Use page 6 for a standalone card or a personal addition to a printed letter.

Before you send

- Check the recipient's name, address, and contribution details.
- Replace every bracketed prompt and remove drafting instructions.
- Use only confirmed results; label gross revenue or net proceeds accurately.
- Explain what the event supports without overstating one person's impact.
- Keep the message focused on appreciation rather than another request.
- Choose a signer who knows the supporter and record the date sent.

These are appreciation templates. Coordinate any separate donation acknowledgment requirements with your organization; do not add unsupported tax or donation-value statements.

Thank an item donor by mail

Copy the letter below onto your letterhead. Replace the prompts and remove these instructions before sending.

[Date]

[Recipient Name]
[Business or Organization, if applicable]
[Street Address]
[City, State ZIP]

Dear [Preferred Name],

Thank you for donating [specific item or experience] to [Organization Name]'s [Event Name] on [Event Date]. We appreciate the thought and generosity behind your gift and your willingness to support [mission or community served].

[Add one true personal detail about the donation or how the recipient helped arrange it.]

Your contribution helped us bring together an auction that supported [program or purpose]. [Optional: The event generated $[confirmed amount] in [gross revenue or net proceeds], which will help [accurate planned use of funds].]

We know that a donation represents your time, resources, and care. Thank you for being part of this event and for helping us continue our work with [people or community served].

With appreciation,

[Handwritten Signature]
[Sender Name]
[Title or Event Role]
[Organization Name]
[Email or Phone]

Add a handwritten sentence

"[Name], I especially appreciated [specific detail]. Thank you for taking the time to make this happen."

Thank a sponsor by mail

Personalize the message around the sponsor's actual support. Do not promise results or recognition you have not verified.

[Date]

[Contact Name]
[Business or Organization]
[Street Address]
[City, State ZIP]

Dear [Preferred Name],

Thank you to you and the team at [Business Name] for supporting [Event Name] as our [sponsorship level or type of support]. Your partnership helped [Organization Name] deliver an event benefiting [mission or program].

[Describe one specific way the sponsorship helped, using only confirmed details. For example, mention event supplies, a supported activity, or another agreed purpose.]

[Optional: Together, the event's supporters helped generate $[confirmed amount] in [gross revenue or net proceeds]. These funds will support [accurate use of funds].]

I also want to thank [Contact Name or Team] for [specific effort, responsiveness, or assistance]. Having your support meant a great deal to our event team.

We appreciate your investment in [community or mission] and the care your team brought to this partnership. Thank you for helping make [Event Name] possible.

Sincerely,

[Handwritten Signature]
[Sender Name]
[Title or Event Role]
[Organization Name]
[Email or Phone]

Make the follow-up personal

Add a short handwritten note from the person who worked with the sponsor. If you promised a results update or recognition report, record who will send it and when.

Email your donors and sponsors

Send each email individually. Use a clear subject line and keep the contribution specific to the recipient.

Item donor email

Subject: Thank you for donating [item] to [Event Name]

Hi [Preferred Name],

Thank you for donating [specific item or experience] to our [Event Name] silent auction. We appreciated [one true detail about the gift or the help arranging it].

Your contribution helped support an event benefiting [program or mission]. [Optional: The event generated $[confirmed amount] in [gross revenue or net proceeds] to help [accurate use of funds].]

Thank you for sharing your resources with [Organization Name] and the community we serve. We were glad to have you involved.

With thanks,
[Sender Name]
[Role], [Organization Name]
[Contact Information]

Sponsor email

Subject: Thank you, [Business Name], for supporting [Event Name]

Hi [Preferred Name],

Thank you to everyone at [Business Name] for your [specific sponsorship or support] of [Event Name]. Your partnership helped us [specific, accurate benefit].

I especially appreciated [personal detail about working with the sponsor]. The event supported [program or mission], and we are grateful your team was part of it.

[Optional: Include one confirmed event result or explain when you will share an agreed follow-up report.]

Please pass along our thanks to your team.

Warmly,
[Sender Name]
[Role], [Organization Name]
[Contact Information]

Thank volunteers and winning bidders

Recognize the different ways people contributed. These messages also work as short physical letters with an address and personal signature.

Volunteer email

Subject: Thank you for your help with [Event Name]

Hi [Preferred Name],

Thank you for giving your time to [specific role or task] at [Event Name]. I noticed [specific action or extra effort], and it helped [actual effect on guests or the team].

Events like this depend on people who show up ready to help. Your work supported our fundraiser for [program or mission], and we appreciated having you on the team.

Thank you again for your time and care.

With appreciation,
[Sender Name]
[Role], [Organization Name]

Winning bidder email

Subject: Thank you for supporting [Event Name]

Hi [Preferred Name],

Thank you for joining [Event Name] and supporting [Organization Name] through your winning bid on [item or experience]. We hope you enjoy it.

Your participation helped our auction raise funds for [program or purpose]. [Optional: Add a brief, confirmed event result.]

If you have any questions about [item pickup or redemption, if applicable], please contact [Name] at [Email or Phone].

We appreciate your support and are glad you were part of the event.

Thank you,
[Sender Name]
[Role], [Organization Name]

Send payment receipts, pickup instructions, or redemption terms through your normal process as needed. This message is a personal thank you.

Write a note by hand

Handwritten notes are an important part of personal follow-up. Choose a short message below, make it your own, and sign your name.

For an item donor

Dear [Name], thank you for donating [item] to our auction. I especially appreciated [personal detail]. Your generosity meant a great deal to our team and helped support [mission or program]. With thanks, [Signature]

For a sponsor

Dear [Name], thank you for the care you and your team put into supporting [Event Name]. Your help with [specific contribution] made a real difference to [accurate benefit]. I was grateful to work with you. Warmly, [Signature]

For a volunteer

Dear [Name], I noticed how you [specific action] during the auction. Thank you for giving your time and helping us [specific result]. I was so glad you were on the team. With appreciation, [Signature]

For a winning bidder

Dear [Name], thank you for joining our auction and bidding on [item]. We appreciate your support of [mission or program] and hope you enjoy [purchase or experience]. All the best, [Signature]

Short additions to a printed letter

- [Name], thank you for helping us arrange [specific contribution]. I appreciated your extra effort.
- It was lovely to see you at [event]. Thank you for being part of it.
- Your help with [task] stood out to me. I am grateful you were there.

Keep it sincere and readable

Use a simple card and a pen that writes clearly. Two to four personal sentences are enough. Mention something specific, avoid another request, and ask the person with the closest connection to write the note.