

SILENT AUCTION DONATION REQUEST LETTER

Organization Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Dear Prospective Donor,

We are pleased to invite your organization to participate in our upcoming Silent Auction event, an important fundraiser supporting our mission to enhance community services and outreach programs. Your generous donation will help us achieve our goals and make a significant impact in the lives of those we serve.

About the Event

The Silent Auction will be held at our Annual Gala, attended by community leaders, philanthropists, and supporters committed to making a difference. This event provides an excellent opportunity to showcase your business and promote goodwill while contributing to a worthy cause.

Request for Donation

We kindly request your donation of goods, services, or gift certificates to include in our Silent Auction. Your support not only benefits our organization but also offers you valuable exposure to our network of attendees and potential customers.

Tax Deductibility

As a registered nonprofit organization, all donations are tax-deductible to the fullest extent allowed by law. Upon receipt of your donation, we will provide a written acknowledgment letter for your records.

Donation Delivery

Donations may be delivered to our office, or we can arrange for pickup at your convenience. Please contact our donation coordinator at the contact information provided below to make arrangements.

Acknowledgment and Recognition

In appreciation of your generosity, your organization will be recognized in our event program, on our website, and through social media channels, unless you prefer to remain anonymous.

Legal Compliance

Please note that all donations are subject to the applicable laws and regulations governing charitable contributions in the United States. Our organization complies fully with such laws to ensure a transparent and ethical fundraising process.

Contact Information

For further information or to discuss your donation, please contact our Donation Coordinator at (phone number) or

(email address). We look forward to partnering with you to make this event a great success.

Closing

Thank you for considering our request and for your commitment to supporting our community. Your generosity makes a meaningful difference.

Sincerely,

[Authorized Signatory Name]

[Title]

[Organization Name]

Authorized Signature

Signature: _____

Date: _____

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