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## **Sample Fundraising Letter: Request Items for Silent Auction**

Is your charity planning to hold a silent auction in the near future? Before you can hold a successful auction fundraising event, you'll need to secure donations from businesses and individuals throughout your community. Having an outstanding item donation request fundraising letter can go a long way toward helping you collect an excellent selection of merchandise that will result in a fun evening for your supporters and a significant fundraising success for your charity!

## **Sample Silent Auction Item Donation Request Fundraising Letter**

Dear [Recipient's Name]:

[Name of organization] will be holding a silent auction fundraising event on [date]. [Name of organisation] provides [services offered] to individuals whose lives are impacted by [issue] in our area. All of the funds raised from this event will be used to support [name of organization]'s work in our local community.

We're in the process of collecting merchandise for the event, and I'm writing to request your assistance in making the [name of the organization] event a success. By donating an item, you'll be making a tax deductible contribution that will help [name of organisation] continue to help make life better for individuals in need, right here in our community.

Additionally, you'll benefit from exposure of your company's name to those who attend the event. Donors will be listed on the event program, and the merchandise you give will be on display through the event. As a donor, you'll be invited to attend the event, so you'll be able to meet prospective

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customers and even possibly find a few bargains of your own.

Won't you consider donating an item to support the continued work of [name of organisation]? You may reach me at [phone number], or I'll call you by [date] to find out how you would like to participate in the [name of organisation] silent auction.

Sincerely,

[Your Name Here]  
Silent Auction Coordinator

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