

SILENT AUCTION DONATION LETTER

Included:

Introduction

Silent auction donation letter Tips

Sample Silent auction donation letter

Silent auction donation letter Template

Introduction

With a silent auction donation letter, thousands of dollars can be raised for charity. However, lot of effort and planning is required for the same. It is definitely an excellent way of helping the organization. One should make sure that the content of these letters is very good. The main aim of writing such letters is obtaining monetary benefits. The tone of such letters should be polite and positive. Also, such letters should be written properly.

Silent auction donation letter Tips

Tips to write a silent auction donation letter

- The letter should be addressed to the decision maker. Some research would be required for the same but it would help in ensuring that the letter reaches the right person. Don't use terms like 'To whom it may matter'.
- The cause should be introduced. The mission should be shared. A quote from the community should be shared.
- The request should be specified well. An option, budget or item which is feasible for the organization should be selected. The requests should be kept to a minimum.
- Make sure that the contact information is provided including links to the websites. Event specific information can also be shared.
- Make sure that the organization is always thanked for their investment, time and consideration for the cause.

Sample Silent auction donation letter

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Request for a silent auction gift card

Respected Sir,

I and my wife recently celebrated our 10th anniversary at your restaurant Chez Inn. We have always recommended this restaurant to our friends. Recently, my son's school has given me the responsibility of finding silent auction gift cards for his PTA. The funds that would be generated will help in paying for field trips and for computer software.

It would be really kind of you if you can donate a gift card for Chez Inn. I am sure, many bids will be received. With this donation, your business can be benefited as well. Free advertising can also be received in the newsletter.

Respectfully,

Patricia Petea

Silent auction donation letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: (Mention the purpose of writing the letter)

Dear _____ (Sir or Madam),

I am writing to request you if a silent auction gift card can be donated for _____ (Mention the name of group). As you already know that it is a nonprofit organization and supports _____ (Mention the cause that it supports).

A silent auction is being planned for our meeting on ____ (mention the date) and would be great if your spa was also included. When I was given the responsibility of finding donors, your name came to my mind immediately. I will call next week. Feel free to drop me a mail at _____ (email address). Thanking you.

Sincerely,

Name

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