



[Your Organization's Name]

[Your Address]

[City, State, ZIP]

[Phone Number]

[Email Address]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, ZIP]

Dear [Vendor's Name],

My name is [Your Name], and I represent [Your Organization's Name], a nonprofit organization dedicated to [Briefly describe your organization's mission and accomplishments that may resonate with the vendor]. We are currently planning an exciting silent auction to raise funds for [Describe the cause or project] and would love to include [Vendor's Company] in this event.

Our auction, taking place on [Event Date], will benefit [Target Beneficiaries], and we expect [Number of Attendees] attendees to participate in this event. The success of our silent auction depends on generous donations from businesses like yours, and we kindly request your support by contributing [Specific Item or Category of Items] to be auctioned.

By contributing to our silent auction, [Vendor's Company] will benefit from:

- [Benefit 1: Recognition at the event]
- [Benefit 2: Exposure to auction participants and marketing opportunities]
- [Benefit 3: Positive brand association with a charitable cause]

Our auction will be promoted through [Promotional Channels: Social media, event flyers, partner organizations], and we would be happy to include [Vendor's Company] in all our promotional materials. In addition, your business will receive [Mention any additional perks like free event tickets, logo placements, etc.].

We understand your time is valuable, and we have made the process simple. If you're able to contribute, please send your donation by [Date] to [Delivery Address or Pickup Information]. If you have any questions or need more information, please don't hesitate to reach out at [Phone Number] or [Email Address].

Thank you so much for considering this request. Your generosity will help us make a real impact on [Community/Cause], and we would be honored to have [Vendor's Company] join us in this important effort.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]