

# Sample Donation Request Letter

(Letterhead or Logo)

(Contact Information)

(Date)

Dear (Insert Name of Contact):

Every year St. Thomas Elgin General Hospital Foundation (STEGH Foundation) hosts an eagerly anticipated Black Tie Gala. I am writing to you today to ask your organization to donate an auction item to the largest annual fundraising event in Elgin County by revenue hosted by St. Thomas Elgin General Hospital Foundation.

Our annual Black Tie Gala attracts more than 300 affluent individuals from St. Thomas, Elgin County and surrounding area. The evening consists of themed casual dining, shopping our silent auction of over 100 items, gaming and our live auction featuring upwards of 12 unique items and experiences, hosted by the very popular and entertaining “Auctionista”, Layne Leja.

The generosity of our donors, sponsors and guests has resulted in STEGH Foundation raising more than (Insert Amount) over the past four years in support of St. Thomas Elgin General Hospital, helping advance the development of critical initiatives that support enhanced patient care.

This year, our Black Tie Gala, “Hooray for Hollywood” will take place on (Insert Date) at (Insert Venue), in support of (Insert Cause) at STEGH.

STEGH Foundation Black Tie Gala is the perfect occasion to highlight your organization to community, hospital and business leaders. We welcome the opportunity to work with you to create a fabulous auction package that highlights your support while providing you with applicable recognition.

We will be in touch over the next couple of weeks to discuss this opportunity further. In the meantime, thank you so much for your consideration and if you have any questions, please don't hesitate to contact us.

Sincerely,

(Insert Name of Contact and Signature)