

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

	Date	Return address: Name Address Line 1 Address Line 2 City, State Zip Code
Name Company Address Line City, State Zip Code		

Re: Thank you for Donated Auction Item

Dear :

Thank you for donating {item} to our charity auction that was held on {date}. The auction was a huge success and many guests are looking forward to another auction. Your {item} was a very sought after piece. Thank you for your generosity and kindness.

Sincerely,

N A M E