

Santa Clara Community Foundation



[Date]

[Recipient's Name]

[Recipient's Organization]

[Address]

[City, State, ZIP]

Subject: **Silent Auction Procurement Request**

Dear [Recipient's Name],

The Santa Clara Community Foundation **invites you to join us for a Benefit Garden Party Silent Auction and Fundraiser beginning at 4:00 pm, on July 22, 2023, at 4845 Calumet Way in Eugene.**

The proceeds from this event will directly support our **ongoing community projects** and I am writing you today to request your support by attending this garden party and/or by donating a new item, service, or experience to be auctioned during the event. Your generous contribution will make a lasting impact on the Santa Clara community. **The Auction presents an excellent opportunity for your organization to showcase commitment to community and gain exposure to a diverse and dedicated audience.** Here are some suggested items or experiences that might be popular:

1. Exclusive gift certificates or vouchers for your products or services
2. Unique travel experiences, such as weekend getaways or vacation packages
3. Artwork, jewelry, or collectibles (not garage sale leftovers)
4. VIP tickets to concerts, sporting events, or theater performances
5. Professional services, such as consulting, coaching, or legal advice
6. Other creative ideas that align with your organization's strengths and interests.

Please let us know the details of your proposed donation, including a description of the item or experience, its approximate value, and any limitations or expiration dates.

We will make sure to acknowledge your organization's generosity through various channels, including event signage, our website, social media platforms, and our gratitude in speeches and press releases.

To arrange for the pickup or delivery of your donation, or if you have any questions regarding the event, please feel free to contact Tim Foelker at foundation@santaclaracommunity.org or 541-689-8897.

Thank you for your dedication to our community. We look forward to your reply and seeing you July 22!

Warm regards,

Tim Foelker

Board President,

Santa Clara Community Foundation