



Dear NAME,

It's nearly time for EVENT NAME, the GROUP NAME largest fundraiser. For the past NUMBER year's, EVENT NAME has raised money to support student scholarships, educational programs, alumni engagement and more. As a strategic partner of the GROUP NAME, we invite COMPANY NAME to join in the fun as an auction item donation sponsor!

EVENT NAME will be held at the LOCATION on DATE. We hope alumni, friends and family will enjoy coming together to enjoy food, drink entertainment and a silent auction.

Through your support of EVENT NAME, you will not only be helping us provide scholarships to WVU students, you will be ensuring that the alumni of tomorrow are getting the best educational opportunities during their time at WVU.

We hope you will support us with a donation for our silent auction. Popular items that help us raise the most money are gift certificates, WVU themed items, or any behind the scenes tour/experience.

To make a donation, or for more information, please contact me at the email or phone number listed below. Thank you for your consideration and for supporting EVENT NAME!

Sincerely,

NAME AND CLASS YEAR
GROUP NAME
TITLE
EMAIL
PHONE
WEBSITE