

2013 Silent Auction Donation Request Letter **The Lodge & Spa at Callaway - January 24, 2013**

To Whom It May Concern:

The Chamber hopes that you will take a few moments to read about our upcoming event and decide to participate by donating to our silent auction.

On January 24th, 2013 we will be hosting our 23rd Annual Banquet and Silent Auction at the Lodge and Spa at Callaway Gardens. We anticipate approximately 300 guests at this function and the funds raised will go toward Harris County Adult and Youth Leadership as well as other Chamber networking functions and community events to benefit our members as well as our county residents. To make this event as exciting and extravagant as we hope we will need your help!

Please consider supporting our event by donating gift certificates, merchandise or services. In exchange, you will receive some excellent community exposure and advertising. Your company name, address, phone number and donation will be listed in the Digital Auction Brochure that we will send to our members and local media prior to the Auction. If you are an individual member or your company can not donate an item please consider calling a few places in your surrounding community to see if they would be willing to donate an item to our Silent Auction.

Your donation is tax deductible, we would be happy to provide our Tax ID number upon your request.

We will gladly pick up your donation, or it can be mailed to the Chamber address listed below. In order for your item to be included in the Digital Auction Brochure we must receive it by Monday, January 14th, 2013. Please fill out the attached Donation Form and return it to Kelly at Kelly@harriscountychamber.org or you can drop it off with your donation at the Chamber Office at 112 S. College Street. If you have any questions please do not hesitate to contact us.

Thank you in advance for considering our request and for supporting your Harris County Chamber of Commerce.

Jayson Johnston
President

Silent Auction Donation Form

Donor Representatives Name: _____

Donor Company Name: _____

Mailing Address: _____

Physical Address: _____

EMAIL: _____

Phone Number: _____

Description of item or service being donated

Approximate Retail Value: _____

Thank you for your support!

Please return this form or email the same information to Kelly by January 14th^t, 2013 to be included in the Digital Auction Brochure.