**Sample Gala Auction Introduction Email**

Please replace the bracketed text in the sample email below and hyperlink your fundraising page.

Please feel free to edit to your personal style or relationship with the recipient.

Please contact Howard Stregack for assistance in creating a personal fundraising page, which can be used as a landing page for all of your contacts.

In the paragraph that begins “The evening will feature both a live and silent auction.” Please feel free to customize the rest of the paragraph with the name of the business and any specific details about the types of auction items/experiences we hope they might contribute.

For questions or assistance, contact Howard Stregack at [hstregack@thearcofnova.org](mailto:hstregack@thearcofnova.org)

Dear [Name],

As you may know, I am on the Board of Directors of The Arc of Northern Virginia, a local nonprofit that serves individuals with intellectual and developmental disabilities—such as autism, Down syndrome, cerebral palsy, epilepsy, and rare chromosomal disorder—and their families.

This is a cause that is very dear to me. [Add optional personal connection.]

On October 22, we will be holding our “[A Motown Experience Gala](https://thearcofnova.org/happenings/gala/)” which will raise critical funds to make possible our programs, services, and advocacy education for the 34,000 people with ID/DD and their families living in Northern Virginia.

I hope that you can join in making this a successful effort.

The evening will feature both a live and silent auction. It would wonderful to offer our attendees the chance to take home an exciting item or experience from your business. We would be grateful if you could donate one or more gift certificates, gift baskets, or items for our auction at the Gala.

I am attaching additional information about the auction. Please let me know if you have any questions about the Gala or the work of The Arc of Northern Virginia.

Thank you so much for considering this request!

Sincerely,

[Name]