

***DATE***

Dear Sir or Madame,

I am writing to you to request a donation on behalf of the Walnut Creek Pony Club. Pony Club is one of the leading equestrian organizations in the world, represented throughout 30 countries.

Every year we hold a silent auction at a regional event in February. We are asking you to donate (**a product, service or gift card)** that we could use as an auction item.

The funds generated from the auction help *Pony Club provide educational programing of horse management and riding to members. Through this programming, our members are granted opportunities to develop leadership skills, character, and confidence, all while working as a team with others and caring for their horses and ponies.*

*Thank you for your consideration.*

*Sincerely,*

***YOUR NAME HERE***

***YOUR ADDRESS LINE 1***

***YOUR ADDRESS LINE 2***

