

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally submit the items listed below for consideration in your upcoming auction. These items have been carefully evaluated and are accompanied by certified grading reports from a reputable grading company (CGC).

****Item List:****

1. [Item Name] - [Description] - [CGC Grade] - [Auction Estimate]
2. [Item Name] - [Description] - [CGC Grade] - [Auction Estimate]
3. [Item Name] - [Description] - [CGC Grade] - [Auction Estimate]

All items are in excellent condition and meet the necessary criteria for your auction standards. Attached, you will find the grading reports for your review.

Please let me know if additional information is required or if there are any specific requirements I should be aware of for the auction. I look forward to your response and hope to collaborate on this opportunity.

Thank you for considering my submissions.

Best regards,

[Your Name]
[Your Title (if applicable)]
[Your Company (if applicable)]