

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in gathering donations for an upcoming yard sale we are organizing on [Date of Yard Sale]. The proceeds from this event will go towards [purpose of funds, e.g., a local charity, community project, etc.].

We are seeking gently used items such as clothing, toys, household goods, and other saleable items. Your generous contributions will greatly help us achieve our goal and support our community.

If you would like to donate, please let me know, and we can arrange for a convenient time for you to drop off your items or for me to pick them up. Any help you can offer would be greatly appreciated!

Thank you for considering this request. I am looking forward to hearing from you soon.

Warm regards,

[Your Name]
[Your Organization, if applicable]
[Your Contact Information]