

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

Dear [Recipient's Name or "Friends and Neighbors"],  
I hope this message finds you well! I am excited to announce that we are organizing a yard sale to raise funds for [School's Name] on [Date] from [Start Time] to [End Time].

All proceeds from the sale will go directly towards [specific project or need, e.g., classroom supplies, field trips, etc.]. We believe this is not only a great way to support our school but also an excellent opportunity to declutter and find new treasures!

We would greatly appreciate your support in the following ways:

1. **\*\*Donating Items\*\***: Please consider donating gently used items for the yard sale. We are accepting clothing, books, toys, household items, and more. Drop-off will be on [Drop-off Date and Time] at [Location].
2. **\*\*Shopping at the Sale\*\***: Join us on [Date] and bring your friends and family! There will be plenty of great items at fantastic prices.
3. **\*\*Volunteering\*\***: We also need volunteers to help with setup, sales, and cleanup. If you're available, please let us know!

Thank you for helping us make a difference for [School's Name]. Together, we can create a strong community and provide our students with the resources they need to thrive!

Warm regards,

[Your Name]  
[Your Position/Relationship to the School, if applicable]  
[School Fundraising Committee, if applicable]  
[Contact Information]