

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Organization]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out to inform you about an upcoming yard sale I am organizing on [date] to benefit [specific cause or organization]. To make this event successful, I am seeking donations of gently used items that can be sold to raise funds.

All proceeds from the sale will go directly towards [explain the purpose or project]. Your support would greatly contribute to our goal of [specific objective or impact].

If you have any items you would like to donate, please feel free to drop them off at [drop-off location] or contact me to arrange a pickup at your convenience.

Thank you for considering this opportunity to support our cause. I look forward to the possibility of your involvement and any items you might contribute.

Warm regards,

[Your Name]  
[Your Role or Title, if applicable]  
[Your Organization, if applicable]  
[Contact Information]