

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to offer my donations for the upcoming yard sale organized by [Organization Name]. I believe my items can help contribute to the success of the event and support the great work your organization does.

I have a collection of gently used items that I would like to donate, including:

- [Item 1]
- [Item 2]
- [Item 3]
- [Item 4]

I can drop these items off at your designated location on [Insert date/time] or, if more convenient, we can arrange for a pickup at my home. Please let me know what works best for you.

Thank you for all your hard work and dedication to the community. I look forward to contributing to the yard sale and supporting your efforts.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]