

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

Dear [Donor's Name],

I hope this letter finds you well. We are excited to announce that [Your Organization] will be hosting a yard sale on [date] to raise funds for [specific cause or project]. We are reaching out to our generous supporters like you for donations of items to sell at this event.

Your contributions could include gently used clothing, household items, toys, books, and more. Every donation helps us make a difference in our community, and we truly appreciate your support.

If you would like to donate items, please contact us at [phone number] or [email address] to arrange a drop-off or pick-up. We appreciate any items you can provide, and your generosity will certainly help us in reaching our fundraising goals.

Thank you for your continued support, and we look forward to hearing from you soon!

Warm regards,

[Your Name]
[Your Title]
[Your Organization]