

[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 letter finds you well. I am excited to announce that I will be organizing a yard sale on [date of yard sale] at [location]. The event aims to support [cause or purpose, e.g., a local charity, school fundraiser, etc.], and I am reaching out to invite you to contribute any items you may wish to donate.

Your contributions will play a vital role in making this event a success. Items that would be greatly appreciated include:

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

Please feel free to drop off your donations at my home before [drop-off deadline date] or let me know if you need assistance with pickup. Any help you can provide will be greatly appreciated and will directly impact our efforts.

Thank you for considering this opportunity to support [cause]. I look forward to hearing from you soon!

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]