

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out to inform you that I will be hosting a yard sale on [date of the yard sale] to benefit [specific charity or cause]. I would like to kindly request donations of items that could be used in the sale.

Your support would greatly help in making this event a success and contribute to [briefly state the mission of the charity]. I am seeking items such as clothing, household goods, toys, and furniture.

If you are willing to donate, please let me know, and I would be happy to arrange a pick-up or discuss drop-off options. Thank you for considering this opportunity to support [charity's name].

Warm regards,

[Your Name]
[Your Title, if applicable]
[Your Signature (if sending a hard copy)]