

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you about an upcoming yard sale that I am organizing on [Date] at [Location]. The proceeds from this sale will be donated to [Organization's Name] to support [specific cause or purpose].

I would like to invite you to contribute any items that you may wish to donate to help make this event a success. Donations can include [list examples of acceptable items], among others. All items will be greatly appreciated and will go directly towards supporting [specific cause].

If you have items to donate, please let me know by [RSVP Date] so we can arrange for pickup or drop-off. Your generosity can make a significant impact on our community.

Thank you for considering this opportunity to support [Organization's Name]. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]