

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We hope this letter finds you well. As part of our ongoing efforts to support [describe your organization's mission or cause], we are excited to announce our upcoming yard sale, scheduled for [date of the yard sale] at [location]. We would like to invite you to donate gently used items that can be sold at this event.

Your contributions will help us raise funds to [briefly explain how the funds will be used, e.g., assist those in need, provide educational resources, etc.]. Donations such as clothing, household goods, electronics, and toys are greatly appreciated.

We will be accepting donations from [starting date] to [ending date]. If you have items you would like to donate, please feel free to drop them off at [location] or contact us at [phone number/email] to arrange for pick-up.

As a token of appreciation, all donors will receive a receipt for tax purposes. Your generosity is critical to our success, and together, we can make a difference.

Thank you for considering supporting [Your Organization's Name]. We look forward to your contribution!

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Contact Information]

[Website, if applicable]