

[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. As we prepare for our upcoming yard sale on [date], I'm reaching out to you, our valued supporters, to request your help in making this event a success!

The funds raised during our yard sale will directly benefit [briefly explain the cause or organization]. We believe that with your support, we can make a positive impact in our community.

We would greatly appreciate any donations of gently used items you no longer need. Items such as clothing, furniture, toys, and kitchenware are always welcome! If you're interested in contributing, please let us know by [date] so we can arrange for pick-up or drop-off.

Thank you for considering supporting our yard sale. Together, we can make a difference!

Warm regards,

[Your Name]  
[Your Organization, if applicable]  
[Your Title, if applicable]