

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Organization]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you that I will be hosting a yard sale on [date(s)] at my home located at [address]. In an effort to support [cause/organization], I will be donating a portion of the proceeds from this sale.

The yard sale will feature a variety of items, including [list some items], and I anticipate it will attract [mention expected audience, e.g., neighbors, friends, etc.]. I would like to extend an invitation for your organization to benefit from this event.

Should you wish to promote your organization or provide materials to make attendees aware of your mission, I would be more than happy to include your brochures and flyers. Additionally, if there are any specific items you think could benefit your cause, please let me know, and I will do my best to accommodate any requests.

Thank you for the incredible work you do. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]