

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

Dear [Recipient's Name or Organization's Name],  
I hope this message finds you well. I am reaching out to request your support for our upcoming yard sale to raise funds for [specific cause or organization]. We are seeking donations of gently used items, such as clothing, furniture, toys, and household goods, to sell during the event. The yard sale will take place on [date] at [location], and we expect a great turnout from the community. All proceeds will go directly to [explain the purpose of the fundraising, e.g., local charities, community projects, etc.].

If you are able to donate items, please feel free to contact me at [phone number] or [email address] to arrange a drop-off or pick-up. Your generosity would be greatly appreciated and make a significant difference in our efforts.

Thank you for considering our request. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Title, if applicable]

[Your Organization, if applicable]