

[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 message finds you well. I am reaching out to you as I am organizing a yard sale to benefit [specific cause or organization], scheduled for [date] at [location].

To make this event successful, I am seeking donations of gently used items that you no longer need. Items such as clothing, furniture, toys, and household goods would be immensely appreciated. Your contribution will not only help in raising funds but also support our community by [mention specific benefits of the cause].

If you're interested in donating, please feel free to drop off your items at my home or I can arrange to pick them up at your convenience. Any support you can provide would make a big difference.

Thank you for considering this opportunity to give back to the community. I look forward to hearing from you soon!

Warm regards,

[Your Name]
[Your Title/Organization, if applicable]
[Optional: Website or Social Media Links]