

[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. I am writing to share an exciting opportunity to support [cause/organization name] through a yard sale fundraising event scheduled for [date of event] at [location of event]. We are seeking donations of items to sell, including gently used clothing, household items, books, and toys. All proceeds from the sale will directly benefit [specific program or initiative your organization supports].

Your generous contribution can make a significant difference in helping us achieve our goals. If you have any items you'd like to donate, please feel free to contact me at [your phone number] or [your email address]. Arrangements for pickup or drop-off can be made convenient for you. Thank you for considering supporting our cause. Together, we can make a positive impact in our community!

Warm regards,

[Your Name]  
[Your Position/Relationship to Organization]  
[Your Organization's Name]  
[Organization's Contact Information]