

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inform you of a recent yard sale that I organized on [Date of Yard Sale], where I sold various items from my home to raise funds for [Cause/Organization Name].

I am pleased to report that the sale was a success, and I raised a total of [Amount Raised]. In support of [Cause/Organization Name], I am donating [Amount Donated] from the proceeds to help [specific use of the funds, if applicable].

I have attached a record of the sale and the donation for your records. Please let me know if you need any further information or documentation for your organization's records.

Thank you for the invaluable work that you do. I am grateful to be able to contribute to [Organization Name], and I hope this donation makes a positive impact.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]