

[Your School Name]
[Your School Address]
[City, State, Zip Code]
[Date]

Dear [School Community/Parent/Guardian],

We are excited to announce our upcoming Yard Sale to support [specific cause or goal, e.g., school programs, a specific event, etc.]. This event will take place on [date] from [start time] to [end time] at [location]. We invite you to donate gently used items that you no longer need. Items accepted include [list types of items, e.g., clothing, books, toys, household goods]. Please drop off your donations at [drop-off location] between [drop-off dates/times].

Join us for a fun day of shopping and community building! All proceeds from the Yard Sale will directly benefit [specific programs/projects]. We encourage families to participate and spread the word!

Thank you for your support!

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Optional: School Website or Social Media Links]