

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Garage Sale

Dear :

As the saying goes, "One person's junk is another person's treasure." On {date}, I will be having a garage sale at my home at {location} starting at {time} until everything is sold. Come by, visit me, and find your treasure. My prices are so low I'm practically giving everything away.

Hope to see you there.

Sincerely,

N A M E