

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

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

Re: Request for Donated Items

Dear :

If you are like many people, you have an attic, basement, or garage full of things that you have forgotten. {Church, Charity, School, etc} is having a {Garage Sale, Auction, etc} to raise money for {Bibles, Pews, Food, Uniforms, etc}. We would love to have your forgotten items. We are accepting donated items from {date} to {date}. If you have some items that you would like to donate, please call us and we will more than happily pick up these items. All donations are tax-deductible.

Thank you for your generosity.

Sincerely,

N A M E