

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name or Organization Name]
[Address]
[City, State, Zip Code]

Subject: Coordination of Estate Sale and Item Donations for [Estate Name/Address]

Dear [Contact Person Name],

I am writing to you in my capacity as [Executor/Administrator/Family Representative] for the estate of [Deceased Name]. We are currently in the process of clearing the property located at [Property Address] and would like to coordinate an estate sale and subsequent donations.

Our goal is to hold an estate sale on [Proposed Dates]. Following the conclusion of the sale, we anticipate having a variety of high-quality items remaining, including [briefly list types of items, e.g., furniture, clothing, kitchenware, books].

We are interested in the following:

- Scheduling a walkthrough to evaluate the inventory.
- Discussing your terms for managing the estate sale.
- Arranging for a priority pickup or drop-off of unsold items for donation to your organization.
- Obtaining a tax-deductible receipt for all donated goods.

Please let me know your availability for a brief meeting or phone call to discuss how we can work together to manage this transition efficiently. I can be reached at [Your Phone Number] or [Your Email].

Thank you for your time and assistance.

Sincerely,

[Your Signature]

[Your Printed Name]