Garage Sale Registration and Coordination Letter

Dear Neighbor,

We are excited to announce the upcoming [Neighborhood Name] Community Garage Sale! This event is a great opportunity to declutter your home, meet your neighbors, and make some extra cash.

Event Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** Individual driveways throughout [Neighborhood Name]

Registration Information:

To be included on the official event map and mentioned in our local advertisements, please complete the registration details below and return them to [Coordinator Name] at [Address/Email] by [Deadline Date].

Participant Registration Form:

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Brief Description of Items (e.g., baby clothes, tools, furniture):
_____

Coordination Notes:

- **Advertising:** The committee will place ads in [Local Newspaper/Social Media Group] and post signs at the main entrances.
- **Maps:** A digital and printed map of all participating houses will be distributed on the morning of the sale.
- **Signage:** Participants are encouraged to place balloons or additional signs at their own property to attract shoppers.
- **Unsold Items:** A donation truck from [Charity Name] will be available at [Location] at [Time] for anyone wishing to donate leftover items.

If you have any questions, please contact [Coordinator Name] at [Phone Number].

Sincerely,

[Your Name/Organization Name]
[Contact Information]