[Your Name]
[Your Address]
[Your Phone Number]
[Date]

[Organization Name]
[Organization Address]
[Contact Person Name (if known)]

Dear [Contact Person Name or Donation Coordinator],

I am writing to coordinate a donation of unsold items from a recent garage sale held on [Date]. I would like to donate these remaining goods to [Organization Name] to support your charitable work.

The items available for donation include:

- [Item Category, e.g., Clothing]
- [Item Category, e.g., Small Appliances]
- [Item Category, e.g., Books and Media]
- [Item Category, e.g., Kitchenware]

All items are in [clean/working/good] condition. I am interested in the following (select one):

[ ] Scheduling a pickup at my address on [Preferred Date/Time].
[ ] Dropping off the items at your facility on [Preferred Date/Time].

Please let me know if you are currently accepting these types of donations and which of the above options works best for your schedule. I would also appreciate a donation receipt for tax purposes once the transfer is complete.

Thank you for the work you do for our community. I look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]