

Dear [Recipient's Name],

As the seasons change, so do the clothing needs of our community members. We are excited to announce our upcoming Seasonal Clothing Drive, aimed at supporting local shelters and families in need.

We invite you to join us in this noble cause by donating gently used clothing items such as coats, sweaters, scarves, and other seasonal apparel. Your contributions can make a significant difference in the lives of those facing hardships.

Donation Details:

- **Donation Drop-off Location:** [Insert Address]
- **Donation Dates:** [Insert Start Date] to [Insert End Date]
- **Contact Information:** [Insert Phone/Email]

We appreciate your generosity and support in helping us provide warmth and comfort to those in need during this season. Together, we can make a positive impact in our community.

Thank you for your kindness! We look forward to your participation.

Sincerely,
[Your Name]
[Your Organization]
[Your Contact Information]