

Charitable Item Collection Schedule

Dear [Recipient's Name],

We are excited to inform you about our upcoming charitable item collection drive! Your generous contributions can make a significant difference in our community.

Collection Schedule

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Insert Collection Location]

Accepted Items

Please consider donating the following items:

- Clothing (gently used)
- Non-perishable food items
- Toys and educational materials
- Household essentials

Contact Us

If you have any questions regarding the collection drive, please feel free to reach out at [Insert Contact Information].

Thank you for your kindness and support!

Sincerely,

[Your Name]

[Your Organization]