

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[City or Town Hall Name]  
[Address of City or Town Hall]  
[City, State, Zip Code]

Dear [Permit Office or Relevant Authority],

I am writing to formally request a permit for a yard sale to be held at my residence located at [Your Address]. I plan to hold the sale on [Date(s) of the Sale] from [Start Time] to [End Time].

The purpose of this yard sale is to [briefly explain the reason for the sale, e.g., declutter, raise funds for a cause, etc.]. I will ensure that all items sold comply with local regulations and that the yard sale adheres to any guidelines set forth by the city.

I appreciate your attention to this matter and look forward to your prompt response. Please let me know if you need any additional information or documentation to process my request.

Thank you for your consideration.

Sincerely,  
[Your Name]