

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[City/Town Office Name]
[City/Town Office Address]
[City, State, ZIP Code]

Dear [City/Town Office Name],

I am writing to request a permit for a yard sale that I would like to hold at my residence located at [Your Address]. The sale is planned for [Date(s)], from [Start Time] to [End Time].

I understand that there may be local regulations regarding yard sales and I am willing to comply with all necessary guidelines. If there are specific requirements or additional documentation needed, please let me know.

I appreciate your attention to this matter and look forward to your prompt response so that I can finalize my plans.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]