

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request permission to hold a yard sale at my residence located at [Your Address] on [Date of Yard Sale]. The purpose of the sale is to declutter and offer various household items for sale to the community.

I plan to conduct the sale from [Start Time] to [End Time], ensuring that all items are displayed neatly and the area is kept clean and organized. I will also take the necessary steps to minimize any disruption to the neighborhood.

I appreciate your consideration of my request and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for your time.

Sincerely,  
[Your Name]