

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

[Recipient's Name]  
[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 [proposed date(s)].

The purpose of this yard sale is to declutter and sell various household items that are no longer needed. I believe that such an event will not only benefit me but also provide an opportunity for neighbors and community members to find items they may be interested in.

I plan to conduct the sale from [start time] to [end time] and will ensure that all necessary measures are taken to minimize any disruption to the neighborhood. Additionally, I will adhere to any local regulations regarding yard sales.

I kindly ask for your approval of this event and would appreciate any guidance you may have regarding the process. Thank you for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]