

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request permission to hold a yard sale at my residence located at [Your Address] on [proposed date].

The yard sale is intended to help declutter my home and provide an opportunity for neighbors to find gently used items at affordable prices.

I plan to start the sale at [start time] and conclude by [end time].

I will ensure that the setup and cleanup are conducted promptly and will adhere to any guidelines or regulations for yard sales in our community.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]