

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

Dear Neighbors,

I hope this letter finds you well. I am writing to inform you about my plan to hold a yard sale on [date] from [start time] to [end time] at my home. I would like to request your approval and kindly ask for your support in this endeavor.

I believe this yard sale will be a great opportunity for our community to come together, clear out items we no longer need, and perhaps find some treasures of our own. I will be sure to keep the event organized and respectful of our shared space.

If you have any concerns or suggestions, please feel free to reach out to me at [phone number] or [email address]. I truly appreciate your understanding and support, and I look forward to a fun and successful event.

Thank you for your consideration!

Sincerely,  
[Your Name]  
[Your Address]