

[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 message 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] from [Start Time] to [End Time].

The purpose of the yard sale is to declutter my home and offer items that I no longer need to the community at affordable prices. I will ensure that the sale is conducted in a respectful manner with minimal disruption to the neighborhood.

If there are any specific regulations or requirements I need to adhere to, please let me know. I appreciate your consideration of my request and look forward to your approval.

Thank you for your time.

Sincerely,  
[Your Name]