

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization/Community Association Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval to hold a yard sale on my property located at [your address] on [proposed date(s)].

I plan to hold the sale from [start time] to [end time] and will ensure that all necessary precautions are taken to minimize any disruption to my neighbors. Additionally, I will handle any signage in accordance with community guidelines.

I appreciate your consideration of my request and look forward to your approval.

Thank you for your attention to this matter.

Sincerely,

[Your Name]