

[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 letter finds you well. I am writing to request your permission to hold a yard sale at my residence located at [Your Address]. I plan to host the sale on [Date(s) of Yard Sale] from [Start Time] to [End Time].

The purpose of the yard sale is to declutter my home and offer various items for sale, including [briefly list some items, e.g., clothes, furniture, toys, etc.]. I believe this event will not only help me but may also attract neighbors and community members who are looking for good deals.

I assure you that the yard sale will be conducted in a respectful manner, and I will ensure that the area is kept clean and tidy before and after the event.

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

Sincerely,  
[Your Name]