

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[City Official's Name]
[City Department]
[City Hall Address]
[City, State, Zip Code]

Dear [City Official's Name],

I hope this message finds you well. I am writing to request permission to organize a yard sale in [specific location] on [proposed date]. The purpose of the yard sale is to [briefly explain the reason, e.g., raise funds for a community project, declutter homes, etc.].

We anticipate having participation from several local residents and would like to ensure that we are following all city regulations regarding yard sales. If there are any permits or guidelines I need to adhere to, please let me know.

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

Sincerely,
[Your Name]