

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Organization/Department Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for a yard sale permit for [specific date(s)]. My address is [Your Address], and I plan to host the sale from [start time] to [end time].

I will ensure to follow all regulations, including setup and cleanup requirements. I anticipate selling household items, clothing, and toys. Thank you for considering my application. I look forward to your response.

Sincerely,
[Your Name]