

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

Dear [Recipient Name],

I am writing to formally request permission to hold a yard sale at my residence located at [Your Address] on [Proposed Date]. The yard sale will take place from [Start Time] to [End Time], and I anticipate that it will attract members of the local community looking for gently used items.

I understand the importance of following local regulations and will ensure that the sale adheres to all guidelines set forth by the city. Additionally, I will take precautions to minimize any disruption or inconvenience to my neighbors.

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

Sincerely,

[Your Name]