

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

Dear [Recipient's Name],

I am writing to formally request permission to host a yard sale at my residence on [proposed date(s)]. The purpose of this sale is to [reason for the yard sale, e.g., declutter, raise funds for a specific cause, etc.].

The details of the yard sale are as follows:

- ****Location****: [Your Address]
- ****Date(s)****: [Proposed date(s)]
- ****Time****: [Start Time] to [End Time]
- ****Items for Sale****: [Brief list of categories, e.g., clothing, furniture, toys, etc.]

I believe this yard sale will be beneficial for the community by [include any community benefits, such as recycling items, promoting neighborhood engagement, etc.].

I assure you that I will comply with any regulations and guidelines you may have regarding yard sales.

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

Sincerely,

[Your Name]