

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

Dear [Recipient's Name],

I am writing to formally apply for a permit to hold a yard sale at my residence located at [Your Address] on [Proposed Date(s)].

The purpose of the yard sale is to sell gently used items, including [briefly list items, e.g., furniture, clothing, household goods], which I believe will be of interest to the community.

I plan to conduct the sale from [Start Time] to [End Time] and will ensure that all local regulations and guidelines are followed.

Additionally, I will take the necessary steps to maintain cleanliness and minimize disturbance to my neighbors.

Please let me know if any forms or additional information is required for my application. Thank you for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]