

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Organization/City Department Name]  
[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(s)]. The purpose of this sale is to declutter my home and provide an opportunity for my neighbors and community members to find gently used items at affordable prices.

I will ensure that the yard sale is conducted in a manner that is respectful to the neighborhood and in compliance with any local regulations. I plan to advertise the sale via [list methods, e.g., social media, community bulletin boards, etc.] and will limit the hours to [specify time, e.g., 8 AM to 2 PM] to minimize any disruption.

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

Sincerely,  
[Your Name]