

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

Dear [Recipient Name],

I am writing to request permission to organize a yard sale at my residence located at [Your Address] on [Date of Yard Sale]. The purpose of this yard sale is to declutter my home and offer gently used items to the community at affordable prices.

I plan to hold the sale from [Start Time] to [End Time]. I will ensure that the sale is conducted in a safe and responsible manner and will comply with all local regulations. Additionally, I will inform my neighbors in advance to maintain good community relations.

Thank you for considering my application. I look forward to your approval.

Sincerely,
[Your Name]