

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally apply for permission to hold a yard sale at my residence located at [Your Address] on [Proposed Date(s)].

The sale will feature various items, including [briefly list types of items, e.g., furniture, clothing, toys]. I anticipate starting the sale at [start time] and concluding by [end time].

I will ensure that all items are displayed neatly and that the area is kept clean throughout the event. Additionally, I will adhere to any regulations or guidelines set forth by your organization.

Please let me know if you require any further information or documentation to process my application. I look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]