

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name or Department]
[City or Local Authority Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name or Title],

I am writing to express my intent 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 offer gently used items to the community at reasonable prices.

I anticipate having a variety of items for sale, including [briefly list items, e.g., clothing, furniture, toys, etc.], and I expect to attract local residents who are interested in quality second-hand goods.

I plan to conduct the yard sale during the hours of [start time] to [end time] and will ensure that all local regulations regarding signage and neighborhood courtesy are followed.

Please let me know if you require any further information or documentation as part of the application process. Thank you for considering my request.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]