

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

Dear [Recipient's 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 yard sale is to declutter my home and offer gently used items to the local community.

I plan to organize the sale from [Start Time] to [End Time]. I will ensure that the setup adheres to all local regulations and guidelines, including proper signage and adherence to traffic safety.

I appreciate your consideration of my request, and I am more than willing to comply with any stipulations necessary for the successful execution of this event. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,
[Your Name]