

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[City/County Office Name]
[Office Address]
[City, State, ZIP Code]

Dear [City/County Office/Official Name],
I hope this letter finds you well. I am writing to request a permit for a yard sale I plan to hold at my residence located at [Your Address] on [Date(s) of Sale].

The sale will take place from [Start Time] to [End Time] and will include a variety of items such as [briefly describe items, e.g., furniture, clothing, household goods]. I anticipate that the event will attract members of the local community and provide an opportunity for residents to find unique items while promoting recycling and sustainability. I understand that all local regulations must be adhered to and will ensure compliance with any requirements necessary for the sale, including notifying neighbors and maintaining a clean environment during and after the event.

Please let me know if there are any forms or fees required for this permit or if further information is needed. I appreciate your consideration of my request, and I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]