

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request permission to hold a yard sale at my residence located at [Your Address] on [Proposed Date(s)]. I plan to sell various household items, including [briefly list some items to be sold, e.g., clothing, furniture, toys].

I anticipate the sale will run from [start time] to [end time], and I will ensure all items are displayed neatly and the area is kept clean during and after the sale.

Thank you for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]