

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

Dear [Recipient 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 the yard sale is to [briefly state the reason, e.g., declutter, raise funds for a specific cause, etc.]. I intend to sell a variety of items, including [list a few examples of items, e.g., furniture, clothing, toys, etc.].

I will ensure that all local regulations are followed, and I am committed to cleaning up after the sale to maintain the neighborhood's appearance.

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

Sincerely,
[Your Name]