

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Company 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]. The purpose of the yard sale is to declutter my home and provide affordable items to the community while also supporting [charity or cause if applicable].

I plan to advertise the sale through [methods of advertisement, e.g., social media, local flyers], and I expect to follow all guidelines set forth by the city regarding yard sales. I will ensure that the area is clean and orderly before, during, and after the event.

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

Sincerely,
[Your Name]