

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

Dear [Principal's Name or School Committee],
I hope this letter finds you well. I am writing to formally request permission to organize a yard sale at [School's Name] on [Proposed Date] to [State Purpose, e.g., raise funds for a school project, support a local charity, etc.].

The yard sale will involve students, parents, and community members donating items to sell, with proceeds benefiting [Specific Cause or Project]. We believe this event will not only contribute positively to our school community but also provide a fun and engaging experience for everyone involved.

We plan to hold the event in [Specify Location, e.g., school parking lot, gymnasium] from [Start Time] to [End Time]. We will ensure proper supervision and adhere to all safety protocols to create a safe environment for participants and attendees.

I kindly ask for your approval for this event and any guidance on necessary permissions or regulations we must follow. Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position, if applicable, e.g., Parent Volunteer, Student Council Member]
[Your Signature, if sending a hard copy]