

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[City/Town Department or Neighborhood Association 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 this yard sale is to declutter my home and provide neighbors and community members an opportunity to find gently used items at affordable prices.

I plan to set up my sale from [start time] to [end time]. I will ensure that all items are organized, and I will adhere to any local guidelines regarding signage and sales conduct.

Please let me know if there are any forms I need to complete or fees I need to pay to obtain the necessary approvals. I appreciate your consideration of my request and look forward to your prompt response. Thank you for your time.

Sincerely,  
[Your Name]