

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

Dear [Recipient Name],

I am writing to request permission to hold a yard sale at my residence located at [Your Address] on [proposed date(s)]. The purpose of this sale is to declutter my home and provide a community-focused event where neighbors can find affordable items.

The details are as follows:

- Date of Sale: [proposed date]
- Time: [start time] to [end time]
- Items for Sale: [brief description of items]

I will ensure that the sale is organized, clean, and compliant with any local regulations. I appreciate your consideration of my request and look forward to your approval.

Thank you for your assistance.

Sincerely,

[Your Name]