

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

Dear [Permit Issuer's Name],

I am writing to formally request a permit to hold a yard sale at my residence located at [Your Address] on [Date(s) of Yard Sale].

Details of the yard sale are as follows:

- \*\*Date(s) of Sale:\*\* [Insert Date(s)]
- \*\*Time:\*\* [Insert Starting Time] to [Insert Ending Time]
- \*\*Address:\*\* [Your Address]
- \*\*Items for Sale:\*\* [Brief Description of Items]

I understand and agree to comply with all local regulations regarding yard sales, including any requirements for signage and cleanup following the sale.

Please let me know if you require any additional information or documentation to process this application. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]