

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request permission to hold a yard sale at my home located at [Your Address] on [Date of the Yard Sale].

I plan to start the sale at [Start Time] and conclude by [End Time]. The purpose of the sale is to declutter my home and offer items that may be useful to our community members.

I will ensure that all provisions necessary to maintain a clean and safe environment will be adhered to throughout the event.

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

Sincerely,  
[Your Name]