

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Title/Position]  
[City/County/Neighborhood Association]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I, [Your Name], am writing to request authorization for a yard sale to be held at my residence located at [Your Address] on [Date(s) of Yard Sale]. The details of the yard sale are as follows:

- Date(s): [Specify Date(s)]
- Time: [Start Time] to [End Time]
- Purpose: [Briefly explain the purpose of the yard sale, e.g., decluttering, fundraising, etc.]

I will ensure that all local regulations and community guidelines are followed during this sale, including [mention any specific commitments such as maintaining cleanliness, signage provisions, etc.].

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]