

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request permission to hold a yard sale at my residence located at [Your Address] on [Date(s) of Yard Sale]. The sale will take place from [Start Time] to [End Time].

I plan to sell a variety of items including [list a few items, e.g., clothes, furniture, toys]. I believe this will not only help in decluttering my home but also benefit the community by providing affordable items.

I will ensure that all local regulations and guidelines regarding yard sales are followed, including any necessary permits. Additionally, I will keep the area tidy and minimize any disturbances to neighbors.

Please let me know if you have any questions or require further information. Thank you for considering my request.

Sincerely,  
[Your Name]