

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[City or County Clerk's Office]

[Address]

[City, State, ZIP Code]

Subject: Application for Yard Sale License

Dear [Clerk's Name or Title],

I am writing to formally request a yard sale license for my upcoming yard sale, which I plan to hold on [date(s)] at my residence located at [your address].

The sale will include items such as [briefly list types of items, e.g., clothing, furniture, toys], and I expect it to attract local residents. I understand and will comply with all local regulations regarding yard sales, including [mention any specific regulations relevant to your area, if known].

Please let me know if there are any forms or fees I need to complete as part of this application. I look forward to your prompt approval of my request.

Thank you for your assistance.

Sincerely,

[Your Name]