

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

Dear [Official's Name or "Permit Office"],

I am writing to request a permit for a yard sale that I plan to hold at my residence located at [Your Address] on [Date of Yard Sale]. The sale will start at [Start Time] and end at [End Time].

I aim to sell various household items, including [briefly list items], as I am looking to declutter my home. I assure you that I will adhere to all local regulations and guidelines concerning yard sales.

Please let me know if there are any forms or fees required for the application process. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,
[Your Name]