

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[City/County Official's Name]  
[City/County Office]  
[Office Address]  
[City, State, Zip Code]

Dear [City/County Official's Name],  
I hope this letter finds you well. I am writing to formally request a permit for a yard sale I plan to hold on [date(s)] at my residence located at [your address].

The purpose of the yard sale is to [briefly explain purpose, e.g., declutter, community involvement, etc.]. I intend to operate the sale from [start time] to [end time].

I understand the regulations concerning yard sales and assure you that I will adhere to all guidelines set forth by the city/county. I will ensure that my sale does not obstruct traffic flow or disturb my neighbors.

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

Sincerely,

[Your Name]

[Optional: Your Title/Position if applicable]