

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

Dear [City Office/Permit Department Name],

I hope this letter finds you well. I am writing to request a permit for a yard sale that I plan to hold on [date of the yard sale] at my residence located at [your address].

The yard sale will begin at [start time] and end at [end time]. I intend to sell a variety of items, including [list a few example items], and I expect to attract local community members.

I understand and will comply with all city regulations regarding yard sales, including any requirements related to signage and noise levels. Please let me know if you need any additional information or documentation to process my request. I appreciate your assistance and look forward to your response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]