

[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 [Permit Office/Official's Name],

I am writing to request a permit for a yard sale I would like to hold on [Date(s) of Yard Sale] at my residence located at [Your Address]. The sale will take place from [Start Time] to [End Time].

I plan to sell a variety of items, including [briefly describe items, e.g., furniture, clothing, toys], and I anticipate a modest number of attendees.

Please let me know if there are any forms I need to complete or fees that I need to pay. I appreciate your assistance and look forward to your prompt response.

Thank you for considering my request.

Sincerely,
[Your Name]