

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[City/County Permit Office]
[Office Address]
[City, State, Zip Code]

Dear [Permit Office Contact's Name/Title],
Subject: Request for Yard Sale Permit

I hope this letter finds you well. I am writing to formally request a permit to hold a yard sale at my residence located at [your address] on [date of the yard sale] from [start time] to [end time].

The purpose of the yard sale is to declutter my home and offer gently used items to the community. I will ensure that all items are in compliance with local regulations and will take care to keep the area tidy throughout the event.

Please let me know if there are any forms that need to be completed or additional information that may be required to process my request. I appreciate your attention to this matter and look forward to your favorable response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]