

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

Dear [Permit Office Contact Name/To Whom It May Concern],
I am writing to formally express my intent to apply for a yard sale permit in accordance with local regulations. I plan to hold a yard sale on [date(s) of the sale] at my residence located at [your address]. The purpose of this yard sale is to declutter my home and offer items for sale, with all proceeds going towards [briefly state purpose, e.g., charity, personal expenses, etc.]. I anticipate that the yard sale will run from [start time] to [end time].
I will ensure that the sale complies with all local ordinances, including proper signage and parking arrangements. Please let me know if there are any specific requirements or additional information needed to process my permit application.
Thank you for your consideration. I look forward to your prompt response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]