

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

Subject: Request for Yard Sale Permit

Dear [City/County Official's Name],

I am writing to request a permit for a yard sale to be held at my residence located at [Your Address]. The details of the yard sale are as follows:

- Date of Sale: [Date]
- Time: [Start Time] to [End Time]
- Description of Items for Sale: [Brief description of the items you will be selling]

I understand the local regulations regarding yard sales and will comply with all requirements. Please let me know if there are any fees or additional information needed to process this request.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]