

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

Dear [City or Town Official's Name],

I hope this letter finds you well. I am writing to request a permit to hold a yard sale at my residence located at [Your Address] on [Date(s) of the Yard Sale].

The yard sale will begin at [Start Time] and conclude at [End Time]. I will ensure that all items for sale are displayed neatly and that my property remains tidy throughout the event.

Please let me know if any additional information or forms are needed to process my request. Thank you for considering my application.

Sincerely,
[Your Name]