

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

Dear [Clerk's Name or "To Whom It May Concern"],

I am writing to formally request a yard sale permit for my property located at [Your Address]. I plan to hold the yard sale on [Date(s) of the Yard Sale] from [Start Time] to [End Time].

The purpose of this yard sale is to [briefly explain the purpose, e.g., "declutter my home and sell items that are no longer needed"]. I assure you that all items for sale are in compliance with local regulations and will not cause any disruption to the neighborhood.

I understand the importance of adhering to local laws and regulations regarding yard sales, and I am committed to following all necessary guidelines.

Please let me know if there are any fees or additional information you require to process my application. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,
[Your Name]