

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

Dear [Recipient Name],

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

As per the guidelines for hosting a yard sale in [City/County], I would like to ensure that I am compliant with all necessary regulations and procedures. The sale will take place on [specific hours of the sale], and I plan to sell various household items that are no longer needed, including [list a few examples of items].

I understand the importance of maintaining community standards and minimizing disruptions. I ensure that proper signage will be displayed, and I will limit any noise and traffic disturbance according to guidelines.

I kindly request your approval for this yard sale and any required permits. Please let me know if there are any forms I need to complete or additional information you require.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]