

[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 or "Permit Office"],
I hope this letter finds you well. I am writing to inquire about the requirements and process for obtaining a yard sale permit in [City/County Name]. I am planning to hold a yard sale on [proposed date(s)] at my residence located at [your address].

I would appreciate any information regarding the following:

- The application process for securing a yard sale permit
- Any associated fees
- Duration and location restrictions
- Any other regulations or guidelines I should be aware of

Thank you for your assistance. I look forward to your prompt response so that I can proceed with my plans.

Sincerely,
[Your Name]